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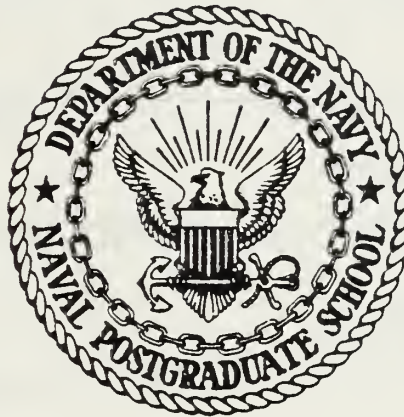
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NAVAL POSTGRADUATE SCHOOL

Monterey, California



THESIS

SOFTWARE REQUIREMENTS SPECIFICATIONS
OF A
PROPOSED PLANT PROPERTY MANAGEMENT SYSTEM

by
Edward J. Buselt

June 1983

Thesis Advisor:

R.W. Modes

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REPORT DOCUMENTATION PAGE

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1. REPORT NUMBER		2. GOVT ACCESSION NO.	3. RECIPIENT'S CATALOG NUMBER									
4. TITLE (and Subtitle) Software Requirements Specifications of a Proposed Plant Property Management System		5. TYPE OF REPORT & PERIOD COVERED Master's Thesis; (June 1983)										
7. AUTHOR(s) Edward J. Buselt		6. PERFORMING ORG. REPORT NUMBER										
9. PERFORMING ORGANIZATION NAME AND ADDRESS Naval Postgraduate School Monterey, California 93940		8. CONTRACT OR GRANT NUMBER(s)										
11. CONTROLLING OFFICE NAME AND ADDRESS Naval Postgraduate School Monterey, California 93940		10. PROGRAM ELEMENT, PROJECT, TASK AREA & WORK UNIT NUMBERS										
14. MONITORING AGENCY NAME & ADDRESS (if different from Controlling Office)		12. REPORT DATE June 1983										
		13. NUMBER OF PAGES 157										
		15. SECURITY CLASS. (of this report) Unclassified										
		15a. DECLASSIFICATION/DOWNGRADING SCHEDULE										
16. DISTRIBUTION STATEMENT (of this Report) Approved for public release; distribution unlimited												
17. DISTRIBUTION STATEMENT (of the abstract entered in Block 20, if different from Report)												
18. SUPPLEMENTARY NOTES												
19. KEY WORDS (Continue on reverse side if necessary and identify by block number) <table border="0"> <tr> <td>Plant Account</td> <td>Data Base</td> <td>Software</td> </tr> <tr> <td>Plant Property</td> <td>Management Information System</td> <td>Specifications</td> </tr> <tr> <td>Information System</td> <td>Prototype</td> <td>Computer</td> </tr> </table>				Plant Account	Data Base	Software	Plant Property	Management Information System	Specifications	Information System	Prototype	Computer
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Software Requirements Specifications
of a
Proposed Plant Property Management System

by

Edward J. Buselt
Lieutenant, Supply Corps, United States Navy
B.S., University of Kansas, 1974

Submitted in partial fulfillment of the
requirements for the degree of

MASTER OF SCIENCE IN INFORMATION SYSTEMS

from the

NAVAL POSTGRADUATE SCHOOL
June 1983

ABSTRACT

The current system used to administer Plant Account equipment for academic departments at the Naval Postgraduate School involves four categories of system users and accountability for more than 2000 individual equipment items worth over seven million dollars. Implementation of a management information system (MIS) to support Plant Account equipment related functions could eliminate data handling redundancy and improve Plant Account administration effectiveness. This paper is a continuation of the thesis by James B. Carter, Jr., LCDR, USN entitled "Software Requirements Specification of a Proposed Plant Property Management Information System for the Naval Postgraduate School". It presents the description and functional specification for the data base required to support the present Plant Account system. Additionally, it provides the requirements and file description for a prototype management information system to be used as a starting point from which to mechanize the present Naval Postgraduate School Plant Account procedures and files.

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I. INTRODUCTION

A. GENERAL

"The installation of computer based management information systems has dramatically increased the ability of a decreasing number of personnel to manage organizations and systems of increasing size and scope", [Ref. 1]. Once the decision is made to adopt such a system, a series of logical steps are necessary leading to integration of a manual task orientated procedure into a computer based management information system. In his thesis, Software Requirements Specifications of a Proposed Plant Property Management Information System for the Naval Postgraduate School, [Ref. 1], Carter took the initial first step toward the computerization of the plant property accounting system at the Naval Postgraduate School. Carter's thesis describes the present logical flow of data in the plant property accounting system at the Naval Postgraduate School by using logical flow diagrams following the format of Gane and Sarson, [Ref. 2]. This thesis will take the second important step, that of describing user general requirements, data file requirements and logical requirements to be used in the development of a computer based plant equipment management information system.

The logical data flow and procedures for plant accounting are already established at the Naval Postgraduate School but naturally any dynamic system is in a constant state of flux. Any specifications which are written must take this into consideration. For this reason and for continuity with Carter's thesis, the Gane and Sarson text, [Ref. 2], was used as a basis reference for this thesis.

The Carter thesis, [Ref. 1], should be read in conjunction with this thesis, as a reference in order to better understand the present system, as well as, the data specifications and logical requirements presented.

B. THESIS OBJECTIVES

The primary objectives of this work are to analyze the data flow diagrams of the Naval Postgraduate School Plant Property Account System presented by LCDR James B. Carter in his thesis "Software Requirements Specification of a Proposed Plant Property Management Information System", [Ref. 1], and create software design specifications to be used to form a plant property management information system. These specifications will include a detailed description of the data to be incorporated in a data base as well as requirements for manipulating the data. Two sets of specifications will be included.

1. Specifications for a complete plant property management information system.
2. Specifications for a prototype management information system.

This thesis is written to be used as the basis for design of a computer-based plant account management information system which meets present system requirements while minimizing the administrative overhead required.

Even if a plant account management information information system is not immediately implemented, this thesis can be of practical use. It is inevitable that eventually a management information system of some sort will be adopted. When it is this thesis will be useful because the specifications are written to allow for changes and additions which will surely materialize as time and the design process continues.

The work will also answer the following questions:

1. Can a Management Information System be implemented using the tools and techniques of a structured systems analysis approach?
2. How important is the data base in its design and implementation?
3. What improvements can be made on existing systems analysis methodology to aid and simplify the design process?
4. What general conclusions can be drawn from the use of structure systems analysis to assist in the design and implementation of a management information system?

C. THESIS SCOPE

The scope of this thesis will be restricted to the Plant Accounting System as implemented at the Naval Postgraduate School. The main emphasis will be in the area of systems analysis and design of a computer based management information system with particular emphasis on the associated data stores and process logic. It will include data transactions involving normal requisitioning, accounting, calibration, and disposal of plant property equipment. All the above transactions concerning Class 3 Equipment used by academic departments at the Naval Postgraduate School will be addressed. Class 3 equipment includes individual equipment items (vice buildings and industrial equipment) most frequently used for academic purposes. This simplifies study of the system but also ignores the following other categories of Plant Account equipment and users.

1. Class 4 Plant Account equipment (normally industrial equipment; little is used within academic departments at the Naval Postgraduate School.

2. Plant Account equipment which is acquired by means other than requisition of new equipment (such as transfer from another command).
3. Additional users and holders of Plant Account equipment (including class 3) at NPS such as the Public Works Department.

D. THESIS STRUCTURE

Following this introductory chapter, the Chapters II and III give a description of the present state of the Plant Account equipment accounting system as it exists at the Naval Postgraduate School and the direction data processing management should take in the future to maintain control and accuracy of plant account data, as well as, efficiency of the organization.

Chapter IV contains the general description and role of the users of the proposed management information system. Appendix A through H contains the associated detailed logical requirements and file description.

Chapter V describes the prototype process, its importance and role in the implementation of a management information system. Chapter VI contains the general description of the users of the proposed prototype management information system. Appendix I through M contains the associated detailed logical requirements and file description.

Appendix N through P are a reference of the data fields of a DD-1348, SF-36 and DD-1155 as used in the Requisition File. Appendix Q are the figures referenced throughout this paper.

The conclusion is Chapter VII. The thesis objective questions are answered, as well as, suggestions for implementation of a Plant Account Management Information System at the Naval Postgraduate School.

II. PLANT EQUIPMENT ACCOUNTING SYSTEM - PRESENT

A. GENERAL

The current Plant Equipment Accounting System at the Naval Postgraduate School is for the most part a manual operation. The following are some key functions performed.

1. Order Plant Account Equipment
2. Account for Funding of Equipment Ordered
3. Receive Plant Account Equipment
4. Maintain the Plant Equipment inventory
5. Submit Required Reports

Detailed regulatory requirements for Plant Equipment Accounting are enumerated in Naval Supply Center Oakland Instruction 7321.2H, [Ref. 3], and Naval Post Graduate School Instruction 110161.A, [Ref. 4]. Comprehensive logical data flow diagrams are found in the Carter thesis, [Ref. 1]. The General Description subsection of Chapter VII of this paper should also be referenced.

B. THE MANUAL SYSTEM

In the early stages of Plant Equipment Accounting at the Naval Postgraduate School certain advantages to a manual system were evident.

1. Fast and easy maintenance of inventory.
2. Low or no cost for equipment to support Plant Equipment Accounting.
3. Hardcopy records easily accessible.
4. Central location for inventory records.

As the Plant Account inventory grew, the advantages of a manual system began to erode.

1. Equipment became widely disbursed through the Naval Postgraduate School.
2. Accountability became diffused.
3. Inventory became more time consuming.
4. Inventory required greater department coordination.
5. Increased redundant paperwork.
6. Various inventory records were maintained which did not coincide at all times.

As departments acquired more and more equipment the job of keeping track of these assets became more complex. Adding personnel was not a feasible solution because of manpower hiring constraints. Still, something had to be done. The cost of the equipment involved and budgetary pressures to prevent fraud and waste in the Naval Service made Plant Account equipment a special interest item during command inspections [Ref. 5]. If an equipment turned up lost or missing the dreaded "Survey" report of explanation was required, resulting in possible cuts in funding or disciplinary action. Keeping track of Plant Account equipment was beginning to develop into a problem looking for a solution.

C. DATA PROCESSING PROLIFERATION

Most departments at the Naval Postgraduate School have access to a data processing resource of some type; mini-computers, microcomputers or a terminal connected to the mainframe IBM-3033. In order to ease the burden of maintaining records for Plant Account equipment some departments struck out on their own to form their own data-bases. With the proliferation of many databases a comprehensive inventory of all Naval Postgraduate School Plant Account equipment is extremely difficult. This stage in the life of a

data processing activity mirrors the beginning of stage two, "Contagion" of Nolan's six stages for data processing growth of an activity, [Ref. 6]. This phase is characterized by a proliferation of different data processing applications or in this case a proliferation of similiar data processing applications for plant account data bases. The programming is done mainly by the users. The user awareness of data processing enthusiastic. Funding is still at a relatively low level. In this stage, more and more senior and middle managers have become frustrated in their attempts to obtain information via the activities central computer system. Hence, they attempt to develop their own systems. Problems are created by inexperienced programmers working without the benefit of effective data processing management control systems.

III. PLANT EQUIPEMENT ACCOUNTING - FUTURE (PROPOSED)

A. GENERAL

In the last chapter the present stage of data processing relative to Plant Account equipment accounting was described. This chapter will propose a direction Plant Accounting at the Naval Postgraduate School should take and a means to achieve the goal of an effective Plant Account Management Information System.

B. DIRECTION

The next logical step as described by Nolan, [Ref. 6], is that of "Control" in which the data processing organization switches from user-orientated programmers to a data processing orgainzation orientated to middle management. Formalized planning and control replaces a lax data processing planning and control. The Carter thesis, [Ref. 1], accomplished a good portion of this step by formally describing the present plant equipment accounting system through the use of data flow diagrams. Once the decision is made to actually commit resources for standardization of data as well as choose a standard hardware for Plant Accounting a critical transition point is reached in the life cycle of the data processing activity. The activity will evolve from one that is hardware orientated to one which is data orientated. This is the beginning of Nolan's stage three, "Integration". In this stage existing applications are retrofitted using data base technology, the data processing organization emphasizes the establishment of computer utility and user account teams, there are tailored planning and control systems to take care of user needs, and

user awareness is to the point of learning accountability for data entered into the system.

The next chapter describes the general user requirements for a Plant Account Equipment Management Information System, as well as, give reference to associated data files and logical specifications.

IV. PIANT ACCOUNT MANAGEMENT INFORMANTION SYSTEM

A. GENERAL

This chapter provides a general description of the specifications for a proposed Plant Account Management Information System for the Naval Postgraduate School. The general specifications are broken down by department with detailed requirements and file description of each provided in a corresponding appendix.

B. USER DEPARTMENT - REQUISITION CLERK

1. General Description

The user department of plant account equipment is usually the originator of the requisition request. A person designated as the requisition clerk will input data elements of a Requisition Record which is part of the Requisition File. These elements correspond to entries of a Department of Defense Single Line Item Requisition System Document (DD-1348) and/or Standard Form 36 (SF-36). (See Figures Q.1 and Q.2). If the material required is available through the Navy Supply System only a DD-1348 is used. There is only one item, National Stock Number (NSN), per DD-1348 requisition. NSN corresponds to FSC, NIIN, and ADDT of the Requisition File, Appendix D. The SF-36, (Figure Q.2), is used to describe material ordered from a commercial source. Each item is identified by Item Number, Supply/Service, Quantity of Supply/Service, Unit of Issue, and Unit Price which corresponds to IN, SS, QTY, UI, and UP of the Requisition File. Because the number of items are variable the description of each must be tied together in the

Requisition Record by a number (1...n) which is part of a record field. The total dollar value of all items a Requisition Record are automatically extended and placed in the BU field of that record.

Each Requisition Clerk (Ultimate User) is assigned OPTAR funding for each Job Order Number category used. The Job Order Number corresponds to SUP of the Requisition File. The amount of funds assigned to each Requisition Clerk for a particular Job Order Number category is found in the Funds File under TOTOPT(USER) (SUP). Before passing a requisition Record to the Department OPTAR Custodian the Requisition Clerk checks the OPTAR balance in the Job Order Number category of that record. This is done to ensure that the allotted amount is not exceeded. This is calculated by taking the total OPTAR assigned to the Department in the particular Job Order Number category ,TOTOPT(USER) (SUP) of the Funds File, and adding all OPTAR adjustments (BALADJ) (SUP) of the Requisition File and subtracting the extended cost of all material requested in that Job Order Number category of the Requisition File (BU) (SUP).

If sufficient funds are available, the Requisition Record is passed to the Department OPTAR Custodian. All Requisition Record entries may or may not be completed.

The Requisition Clerk (Ultimate User) who initially initiated the requisition is usually the one who signs the receipt for delivery. It is the responsibility of whomever receives the equipment to notify the equipment coordinator or person in the department responsible for the equipment inventory. If the item is Plant Account eligible, the person in the department responsible for recording Plant Account equipment data into the Plant Account should be notified as well. (Usually this individual will be the same person responsible for the department equipment inventory.) At this time, two events should take place on Plant Account eligible equipment.

1. A Navy ID (NID) number sticker with the Plant Account number is placed on the equipment and recorded on a Property Record Card (PRC). (An example is pictured in Figure Q.4).
2. The Property Record Card is completed and forwarded to the Plant Account Clerk of the Comptroller Department. In order to eliminate duplicate paper work, the data required on the Property Record Card may be entered into the Property Record File by electronic means vice traditional paper hardcopy form.

A Plant Account equipment inventory is taken every third year in accordance with current directives. The User Department will receive directives concerning the inventory from the Plant Account Clerk of the Comptroller Department. The directives will include reports of the Plant Account Equipment for which the User Department is responsible. The reports will consist of a master report of all department Plant Account equipment in ID/Government Tag Number sequence as well as separate reports of all equipment in the same location. Missing equipment, changes in location, and additional equipment found are annotated on the report. After verification, the reports are signed by the assigned responsible person in the department and forwarded to the Plant Account Clerk of the Comptroller Department. The equipment found missing is surveyed and new Property Records will be initiated for Plant Account equipment not previously recorded.

The Ultimate User should have the ability to generate reports for supplemental inventories as deemed necessary by the parent department.

The User Department is concerned with the calibration and maintenance of equipment. Periodically, specific equipment requires calibration. The required data involved

is entered into the Property Record File by the User Department. The User Department must obtain reports which list equipment overdue for calibration, as well as, equipment requiring calibration between specific periods of time.

If a change of Plant Account equipment location is made within a department, that department may simply change the location or BUILDING_ROOM field of the corresponding record in the Property Record File. For control purposes, if equipment is transferred to another department a signed memorandum should be forwarded to the Plant Account Clerk of the Comptroller Department who will make the necessary changes in the Property Record File and file the memorandum in the physical Property Record DD-1342 form file.

In the case of equipment which is no longer useful or is obsolete, a memorandum, Figure Q.5 is forwarded to the Supply Department listing the equipment to be turned in to the Defense Property Disposal Office (DPDO) at Fort Ord. If the equipment is still usable and will simply be transferred to another command, the same procedure is followed. A signed copy of the transfer document DD-1348-1 shown in Figure Q.6 is given to the User Department as a receipt when the equipment is picked up by Supply Department personnel. It should be retained by the User Department as proof of transfer.

The User Department initiates a SURVEY CERTIFICATE, DD Form 2090, for equipment which has been lost, destroyed, or is beyond economical repair. (A DD Form 2090 is pictured in Figure Q.6). (In the case of negligence and imputed criminal culpability a DD Form 200 is required. This type of survey is rarely initiated.) The Survey is completed and passed to the Supply Department for final approval. If the equipment has been damaged or is beyond economical repair the transfer procedure above applies.

2. Files Used

The following files with corresponding reference appendix are used by the Requisition Clerk.

- a. Requisition File - Appendix E
- b. Funds File - Appendix F
- c. User File - Appendix G
- d. Property Record File - Appendix H

3. Detailed Requirements

Detailed Plant Account Management Information System requirements for the Requisition Clerk are listed in reference Appendix A.

C. USER DEPARTMENT - OPTAR CUSTODIAN

1. General Description

The OPTAR Custodian receives requisitions from departmental requisition clerks in the form of Requisition Records. The data elements are reviewed and modified or added to as necessary. A DATE and SERIAL is assigned to each record. The Department OPTAR Custodian is responsible to ensure that the Department OPTAR Funds are available to support a proposed OPTAR purchase. Each Department OPTAR Custodian is assigned funds by the Comptroller in each Job Order Number Category, TOTOPT(SUP)(DEPT) of the Funds File. Likewise, the Department OPTAR Custodian assigns OPTAR funds to each Requisition Clerk, TOTOPT(SUP)(USER) of the Funds File. After verifying funding, all Requisition Records except those involving reimbursable funds are passed to the Comptroller. Potential reimbursable funds Requisition Records are passed to the Research Administrative Office (RAO).

2. Files Used

The following files with corresponding reference appendix are used by the Optar Custodian.

- a. Requisition File - Appendix E
- b. Funds File - Appendix F
- c. User File - Appendix G

3. Detailed Requirements

Detailed Plant Account Management Information System requirements for the Optar Custodian are listed in reference Appendix A.

D. RESEARCH ADMINISTRATION OFFICE - RAO APPROVAL AUTHORITY

1. General Description

Requisition Records involving reimbursable funds are recieved from the User Department. Data is verified. If necessary, the record is sent back to the User Department for correction. Following verification that Reimbursable Funds are sufficient to cover the request, the record is assigned an expenditure code, (RMBEXP of the Requisition File), and reimbursable expenditure date, (RMBEXPDT of the Requisition File). The Requisition Record is then forwarded to the Comptroller Department.

Reimbursable funds allowed in various categories are unofficially maintained by the Research Administrative Office (RAO), (RIF(RMBEXP) of the Funds File).

2. Files Used

The following files with corresponding reference appendix are used by the RAO Approval Authority.

- a. Requisition File - Appendix E
- b. Funds File - Appendix F
- c. User File - Appendix G

3. Detailed Requirements

Detailed Plant Account Management Information System requirements for the RAO Approval Authority are listed in Appendix B.

E. COMPTROLLER DEPARTMENT - BUDGETING AND ACCOUNTING

1. General Description

The Comptroller Department performs official accounting of all accounts and grants final approval for all equipment requests. Requisition Records are received from user departments or the Research Administration Office (RAO). They are screened for correct requisition codes, available funds and proper accounting data. The user department CPTAR or Reimbursable Fund Account is tentatively debited by entering a tentative debit code (TENDEB) in the Requisition Record. If the item requested is a potential Plant Account item the record is passed to the Plant Account Clerk who will enter the Plant Account Suspense Code in the record. The record is then forwarded to the Supply Department.

In the case of equipment received through the Navy Supply System which price has changed since requisition, the Budget and Accounting Division makes an accurate debit of the amount concerned upon receipt of the updated DD-1348

from the Supply Department. This is accomplished by entering a new adjustment DD-1348 with the price change. The requisition number of the adjustment requisition can be referenced in the remarks field of the original requisition. Adjustments of this nature are rarely required when material is ordered commercially because a fixed price is agreed upon in the contract prior to order.

2. Files Used

The following files with corresponding reference appendix are used by the Budgeting and Accounting Division.

- a. Requisition File - Appendix E
- b. Funds File - Appendix F
- c. User File - Appendix G

3. Detailed Requirements

Detailed Plant Account Management Information System requirements for the Budgeting and Accounting Division are listed in Appendix C.

F. CCMPFOLLER DEPARTMENT - PLANT ACCOUNT CLERK

1. General Description

The Requirements Plant Account Clerk receives Requisition Records and verifies them as being for Plant Account equipment. The clerk then places a Plant Account Suspense Code in the Requisition Record (PASF).

When Plant Account material is received by the Receipt Control Division of the Supply Department the receipt date (REC) is entered in the appropriate record of the Requisition File.

The Plant Account Clerk is responsible for ensuring that the user has made a DOD Property Record Card for Plant Account equipment received. Information from this card is entered into the Property Record File. To accomplish this the Plant Account Clerk selects all records of the Requisition File which have data in both the PASF(1...n) and REC(1...n) fields. The Property Record File is then searched to see if field STUB of any of the records corresponds to fields DATE and SERIAL of the selected Requisition File records. If a match is found the Plant Account Clerk screens the data on that Record of the Property Record File for completeness and accuracy. If the record is satisfactory, the VALIDATION and VAL_DATE fields for that record are completed. The PASF(1...n) code in the corresponding record of the Requisition Record of the Requisition File is cleared.

An original and four copies of a DOD Property Record (DD-1342) are prepared from information extracted from that record of the Property Record File. One copy is sent to the User Department and three copies are forwarded to NSC Oakland. The original is filed in a manual Property Record File indexed by department in NID order. Because the pertinent information is now contained in the Property Record File, the manual PA Equipment Master File, manual PA Equipment NID Number File, and manual PA Equipment Nomenclature File are no longer necessary.

If there is no match between the SERIAL and DATE of the Requisition File of records which have a PASF(1...n) field code indicated and STUB field of the Property Record File, follow-up action is necessary by the Plant Account Clerk.

The Plant Account Clerk is designated by the Comptroller Department to initiate directives concerning the inventory of Plant Account equipment. The Plant Account

inventory is taken every third year in accordance with current instructions. The Plant Account Clerk forwards each User Department lists of all Plant Account equipment under their cognizance. The list is in ID/Government Tag number within BUILDING_ROOM sequence. Upon verification by the department, the lists are forwarded back to the Plant Account Clerk who attempts to resolve any missing or additional items. If resolution is not possible then a survey is initiated by the User Department for missing equipment. A new Property Record and DOD PROPERTY RECORD (DD-1342) is initiated for additional equipment discovered.

After receiving the results of the department inventories, the Plant Account clerk updates the Plant Account Records and forwards a report for items located during the inventory following "plant accounting", as well as, deletes missing equipment missing equipment from the Plant Account File following completion of survey procedures.

An interdepartment equipment custody change requires a memo signed by the transferring and receiving departments to be forwarded to the Plant Account Clerk. The Plant Account Clerk enters the appropriate information into the Property Record File. A copy of the memorandum is placed in the manual Property Record File.

The Plant Account Clerk reviews all transfer requests. Approved transfer requests are routed to the Supply Department Issue Control Division which prepares a DD-1348-1 Transfer Document. Any equipment which is automated data processing equipment (ADPE) or other equipment controlled by higher authority requiring authorization for removal from the Naval Postgraduate School is identified. (A example of a DD-1348-1 is pictured in Figure Q.6). A copy of the DD-1348-1 is routed to the Plant Account Clerk for use as a suspense document for equipment to be deleted from the Property Record File. When the signed transfer

receipt is received by the command the Plant Account Clerk enters the transfer Document Number and other pertinent transfer information to the Property Record File indicating deletion from the Plant Account. The record pertaining to the transferred equipment remains in the Property Record File.

Upon receipt of an approved DD Form 2090 or DD Form 200 Survey the Plant Account Clerk makes appropriate entries to the Property Record File, prints hard copies of the DOD Property Record and forwards them to NSC Oakland.

2. Files Used

The following files with corresponding reference appendix are used by the Plant Account Clerk.

- a. Requisition File - Appendix E
- b. User File - Appendix G

3. Detailed Requirements

Detailed Plant Account Management Information System requirements for the Plant Account Clerk are listed in Appendix C.

G. SUPPLY DEPARTMENT - ISSUE CONTROL DIVISION

1. General Description

The Supply Department receives Requisition Records from the Comptroller. The record is screened and possibly modified by the Issue Control Division. The record is then transformed into DD-1348 format to be sent off station. If the record was an attempt to order material available from the Navy Supply System through a commercial source, the record is returned to the user department for modification. If there is an increase or decrease in price from the price

submitted on the original Requisition Record, a phone call is made to the authorizing department controlling funds expenditure to confirm the requisition. Authority for OPTAR expenditures this is the user department, for reimbursable funds, the RAO. The Requisition Record is then modified to reflect the correct price. If the Requisition Record indicates a valid commercial source requisition, it is passed to the Purchase Branch for possible record modification or correction. In any event, the appropriate status fields are entered in the Requisition Record.

When material is received, Issue Control is passed signed documentation from Receipt Control which is filed in a hardcopy historical file as "Proof of Delivery". Price changes in commercial requisitions are rare but occur on a regular basis in the case of material ordered through the Navy Supply System. OPTAR adjustments after the equipment has arrived is a common occurrence. If there is a price change a copy of the receipt document indicating the correct price is passed to the Comptroller Department for the Budgeting and Accounting Division.

In order for Issue Control to begin the process of equipment transfer off base, a Naval Postgraduate School Excess Property Transfer Memorandum, Figure Q.5 is received from the User Department. This memorandum is sent to the Plant Account Clerk and action is held in abeyance until its return. After the list is returned by the Plant Account Clerk, a DD-1348-1 is prepared listing the equipment eligible for immediate transfer. The DD-1348-1 is used as an invoice accompanying items delivered by military activities to other military activities. (An example of a DD-1348-1 is pictured in Figure Q.6). A copy of the DD-1348-1 is routed to the Comptroller Department for the Plant Account Clerk. After preparation of the Transfer DD-1348-1, the Supply Department Receiving Division makes

arrangements with the user department for physical removal of the equipment. After the equipment is received at its transfer destination, a copy of the DD-1348-1 is signed by the receiving individual to verify receipt. This copy is returned to the Supply Department. A copy of this signed DD-1348-1 is placed in the historical file and another copy is sent to the Plant Account Clerk.

When a Survey is conducted the DD Form 2090 is passed to the Supply Officer for final approval. For equipment damaged or beyond economical repair the procedure above for transfer is then initiated. For missing equipment, a copy of the approved survey is passed to the Plant Account Clerk for deletion of equipment from the Plant Account. In any case a copy of the completed survey is passed back to the initiator.

2. Files Used

The following files with corresponding reference appendix are used by the Issue Control Division.

- a. Requisition File - Appendix E
- b. User File - Appendix G
- c. Property Record File - Appendix H

3. Detailed Requirements

Detailed Plant Account Management Information System requirements for the Issue Control Division are listed in Appendix D.

H. SUPPLY DEPARTMENT - PURCHASE BRANCH

1. General Description

The Purchase Branch receives Requisition Records from the Issue Control Division. The records are screened and corrected. Ultimately, a DD-1155, Purchase Order, and, if necessary, SF-36 Continuation Sheet is prepared from the information obtained from the Requisition Record and supplied by the Purchase Branch. The material is ordered and the Requisition Record is forwarded to the Comptroller Department for final accounting.

2. Files Used

The following files with corresponding reference appendix are used by the Purchase Branch.

a. Requisition File - Appendix E

b. User File - Appendix G

3. Detailed Requirements

Detailed Plant Account Management Information System requirements for the Purchase Branch are listed in reference Appendix D.

I. SUPPLY DEPARTMENT - RECEIVING

1. General Description

When an item is received at the receiving warehouse, personnel there will match the invoice information with information on a copy of either the purchase order or the original DD-1348 to identify the equipment destination. After this is done, a phone call to the department concerned is made to notify the ultimate user of the item's arrival and it is delivered to the building and room designated.

The documents to be delivered to the user department are delivered with each item. At the time of delivery a copy of the shipping document is stamped with a "Received" stamp and is signed by the person receiving the equipment. Receiving then forwards the receipt to Receipt Control.

It is usually no problem to identify the ultimate user of the material received if it comes from the Navy Supply System because the requisition document number is always included. If, however, the material is received from a commercial vendor, documentation varies. Sometimes the requisition document number is not included in the documentation which comes with the material. Receiving must access the Requisition File by Contract/Purchase Order Number, Contractor, Delivery Order Number or Schedule of Supplies/Services to attempt to cross-reference to the Requisition/Purchase Request Number so that the ultimate user can be identified.

2. Files Used

The following files with corresponding reference appendix are used by the Receiving Division.

- a. Requisition File - Appendix E
- b. User File - Appendix G

3. Detailed Requirements

Detailed Plant Account Management Information System requirements for the Receiving Division are listed in Appendix D.

J. SUPPLY DEPARTMENT - RECEIPT CONTROL

1. General Description

Once the signed receipt for equipment delivered is received by Receipt Control, a copy of receipt for all Plant Account eligible is sent to the comptroller for the Plant Account Clerk. For requisitions from vendors, Receipt Control then closes out the file on the requisitioned item by completion of fields "REC(1...n)" (Receipt date) and "RECBY(1...n)" of the appropriate record of the Requisition File. If a partial quantity is received, then fields REC_QTY_PAR(1...n) for the quantity received for a particular item number of a requisition, REC_DATE_PAR(1...n) for the date the particular item number of the requisition is received, and REC_BY_PAR(1...n) for the name of the person receiving the particular item corresponding to the item number of the requisition are entered in the fields of a record of the Requisition File. A hard copy of the document is forwarded to the Issue Control Division where it is filed in the historical file maintained by the Supply Department. A hard copy file is necessary in case there is any question or argument as to receipt of equipment. The actual signature of the person who received the equipment is on the document retained. If the item was ordered through the Navy Supply System, the receipt documentation is turned over to Issue Control without further action following forwarding of a copy of the Plant Account item receipt to the Comptroller Department.

2. Files Used

The following files with corresponding reference appendix are used by the Receipt Control Division.

a. Requisition File - Appendix E

b. User File - Appendix G

3. Detailed Requirements

Detailed Plant Account Management Information System requirements for the Receipt Control Division are listed in Appendix D.

V. THE PROTOTYPE

A. GENERAL

The successful installation of computer based management information systems will improve the ability of a reduced number of personnel to manage systems of increasing size and scope. Unfortunately, attempting installation of such a system before technical and acceptance tests are complete increases the risk of failure of the the management information system. Final technical and acceptance testing can be a long drawn out process dampening the enthusiasm of the participants. An alternative to this "big bang" approach is a formalized and structured version of the iterative design process (prototyping), Sprague and Carlson, [Ref. 7], which is valuable in the installation of large management information systems. In fact, Sprague and Carlson suggest that prototyping is the most successful installation technique. There are several reasons. First, it gets a partial system into operation as early as possible. This is valuable because it allows the users to give feedback to the builders. Second, prototyping is considerably cheaper than the "full-build" approach, which delays installation until the management information system is complete. Third, prototyping is a good way to keep building of the management information system simple by progressing in small logical steps, which is valuable to both builders and users. Finally, prototyping lowers risk and expectations. If the "full-build" system is implemented initially, it could have major defects resulting in wasted time, money and energy because the system could be unusable and thus the builders would then have to start from square one.

B. APPROACHES TO PROTOTYPING

1. The "Throw-away Approach

In the "throw-away" approach, a workable model is created in a short amount of time, sometimes only days. It can be used and evaluated by the users. Pressure for additional functions, improvements in interface, performance or expansion results in a new system being built. When completed, the new system is installed and the old discarded.

2. The "Incremental" Approach

In the "incremental" approach a workable model is created. Through user feedback with the builders, the management information system continually evolves to meet user needs. Care must be taken in this approach to design an expandable system. If this is not done the result will be a management information system with decreasing performance and increasing costs. Because of this, some builders prefer the "throw-away" approach.

C. PROTOTYPE FOR A PLANT ACCOUNT MANAGEMENT INFORMATION SYSTEM

The "incremental" approach is appropriate for the proposed Plant Account Management Information System for the Naval Postgraduate School. This is especially important if a commercial data base were procured. A prototype which would provide initial benefits to the following users:

1. Plant Account Clerk

- a) Provide a suspense file for Plant Account Equipment ordered.
- b) Provide a tickler file for Property Record Forms required for received Plant Account Equipment.

- c) Assist in the preparation of reports of equipment required for inventory.
 - d) Provide a record of Plant Account Equipment.
 - e) Provide assistance in preparing hardcopy DD-1342, Property Record Forms.
2. User Department
- a) Provide reports of equipment requiring calibration.
 - b) Provide reports of equipment which requires inventory.
3. Supply Department
- a) Provide the ability to cross reference received equipment in order to determine its ultimate destination.

D. PROTOTYPE IMPLEMENTATION

According to Naumann and Jenkins, [Ref. 8], prototyping is a four step interactive process.

- 1. Identify - Basic Requirements
- 2. Develop - Working Prototype
- 3. Implement and Use - Identify Problems & Misfits
- 4. Revise and Enhance - Develop Next Version

Handcock, [Ref. 9], suggests that the initial prototype should be implemented in a very short time, in fact, almost overnight. He also states that requirements need not be cast in concrete and need not be complete. The short time it takes to get a prototype in operation serves both the user and the builder. The user has a tangible system to use and criticize. The builder gets feedback based upon the prototype's use. Thus, mistakes in design can be detected early in the process and corrected when it is easiest and least costly. Once users and managers see that their input and feedback can change the system and exert influence, they

will in turn participate with more dedication. The result will be a better designed system.

The next chapter gives the general description of the user requirements for a prototype Plant Account Management Information System and references the specifications for required files and logical requirements.

VI. PLANT ACCOUNT MANAGEMENT INFORMATION SYSTEM (PROTOTYPE)

A. GENERAL

This chapter provides a general description of the specifications for a proposed prototype for a Plant Account Management Information System Prototype for the Naval Postgraduate School. The general specifications are broken down by department with detailed requirements and file description of each provided in a corresponding appendix.

B. USER DEPARTMENT - REQUISITION CLERK

1. General Description (Prototype)

The Requisition Clerk (Ultimate User) who initially initiated the requisition is usually the one who signs the receipt for delivery of equipment. It is the responsibility of this person to notify the equipment coordinator or person in the department responsible for the equipment inventory. If the item is Plant Account eligible, the person in the department responsible for recording and forwarding data for entry into the Plant Account should be notified as well. (Usually this individual will be the same person responsible for the department equipment inventory.) At this time, a Navy ID (NID) number sticker with the Plant Account number is placed on the equipment and recorded on a Property Record Card (PRC). (An example is pictured in Figure Q.4). A rough Property Record Card is prepared and forwarded to the Plant Account Clerk of the Comptroller Department.

A Plant Account inventory is taken every third year in accordance with current instructions. The User Department will receive directives concerning the inventory

from the Plant Account Clerk of the Comptroller Department. The directives will include reports of the Plant Account Equipment for which the User Department is responsible. The reports will consist of a master report of all department Plant Account equipment in ID/Government Tag Number sequence as well as separate reports of all equipment in the same location. Missing equipment, changes of location, and additional equipment found are annotated on the report. After verification, the reports are signed by the person in the department responsible for custody and/or inventory of Plant Account equipment and forwarded to the Plant Account Clerk of the Comptroller Department. The equipment found missing is surveyed and new Property Records will be initiated for Plant Account equipment not previously recorded.

The Ultimate User should have the ability to generate reports for supplemental inventories as deemed necessary by the parent department.

The User Department is also concerned with the calibration and maintenance of equipment. Periodically, specific equipment requires calibration. The required data involved is entered into the Property Record File (Prototype) by the User Department. The User Department must obtain reports which list equipment overdue for calibration as well as equipment requiring calibration between specific periods of time.

If a change of Plant Account equipment location is made within a department, that department may simply change the location or BUILDING_ROOM field of the corresponding record in the Property Record File (Prototype). For control purposes, if equipment is transferred to another department a signed memorandum should be forwarded to the Plant Account Clerk of the Comptroller Department who will make the necessary changes in the Property Record File (Prototype), as well as, file the memorandum in the physical Property Record DD-1342 form file.

2. Files used

The following files with corresponding reference appendix are used by the Requisition Clerk (Ultimate User).

- a. Requisition File (Prototype) - Appendix L
- b. Property Record File (Prototype) - Appendix M

3. Detailed Requirements (Prototype)

Detailed prototype requirements for the Requisition Clerk (Ultimate User) are found in Appendix I.

C. CCMPTEOLLER DEPARTMENT - PLANT ACCOUNT CLERK

1. General Description

The Plant Account Clerk receives a copy of the DD-1348 or DD-1155 for plant account material ordered. From either of these forms the following information is entered into the Requisition File (Prototype) in the form of a Requisition Record as appropriate. For ease of entry the relative position of fields on the input data device should be approximately the same as on a DD-1348 or DD-1155 as chosen by the Plant Account Clerk.

- 1. CONORD_NO - Contract/Purchase Order Number
- 2. DELORD_NO - Delivery Order Number
- 3. CCNTRACTOR_QUCTER - Name and address of Contractor
- 4. FSC - Stock Number Federal Supply Category
- 5. NIIN - Stock Number NIIN
- 6. REQ - Document Number Requisitioner
- 7. DATE - Document Number Date
- 8. SERIAL - Document Number Serial
- 9. IN(1...n) - Item Number of material if more than one item ordered per document
- 10. SS(1...n) - Name of material ordered

11. QTY(1...n) - Quantity of each item ordered.
12. CCNORD_NO - Contract/Purchase Order Number
13. DELORD_NO - Delivery Order Number
14. CCNTRACTOR_QUOTOR - Name and Address of Contractor
15. PASC(1...n) - Plant Account Suspense Code for each item ordered

The above record is used by the Plant Account Clerk in the place of a manual suspense file of plant account equipment ordered.

It is the responsibility of the Plant Account Clerk to ensure that a DCD Property Record Card (DD-1342) is completed for all plant account equipment received. The rough paper version of DOD Property Record Card is completed by the User Department and forwarded to the Plant Account Clerk whom inputs the following information onto a record of the Property Record File (Prototype). For ease of entry the positions of the input fields on the input data device should approximate the position of the data fields on the DD-1342.

1. ACTIVE - Indicates active record
2. INTIAL - Indicates initial record
3. IDLE - Indicates idle record
4. CHANGE - Indicates change record
5. JULIAN_DATE - Indicates julian date
6. IL/GCV_TAG_NO - Indicates ID/Government
Tag Number
7. CCMMODITY_CODE
8. STCCK_NUMBER
9. ACQUISITION_CCST
10. TYPE_CODE
11. YR_OF_MFG - Indicates year manfacutured
12. POWER_CODE
13. STATUS_CODE
14. SVC_CODE

15. COMMAND_CODE
16. ADMIN_OFFICE_CODE
17. NAME_OF_MANUFACTURER
18. MFRS_CODE
19. MANUFACTURERS_MODEL_NO
20. MANUFACTURERS_SERIAL_NO
21. LENGTH
22. WIDTH
23. HEIGHT
24. WIDTH
25. CER_NON_AVAIL - Indicates Certificate of
Nonavailability number
26. ASCD_NO
27. ARE
28. CONTRACT_NUMBER
29. NCMEN - Indicates nomenclature
30. DESCRIPTION_AND_CAPACITY
31. QUANTITY(1...n)
32. HCRSEPOWER(1...n)
33. VCITS(1...n)
34. PHASE(1...n)
35. CYCLE(1...n)
36. AC(1...n)
37. DC(1...n)
38. SPEED(1...n)
39. TYPE_AND_FRAME_NUMBER(1...n)
40. PRESENT_LOCATION - Indicates command where
equipment is located
41. BUILDING_ROOM - Indicates number of building
and room of equipment
42. DIPEC_CONTROL_NO
43. POSSESSOR_CODE
44. QUESTION_30 - Can item be stored and maintained
on site for at least 12 months?

- 45. QUESTION_31 - Has item been rebuilt/overhauled?
- 46. QUESTION_31A - Date rebuilt/overhauled?
- 47. QUESTION_32 - Has item been modified from original configuration?
- 48. QUESTION_33 - Was item inspected under power?
- 49. QUESTION_34 - Are maintenance costs normal?
- 50. QUESTION_35 - Are safety devices adequate and satisfactory?
- 51. QUESTION_36 - Are installation instructions available for transfer?
- 52. QUESTION_37 - Are operating instructions available for transfer?
- 53. QUESTION_38 - Was item last used on a finishing operation?
- 54. QUESTION_39 - Will adjustments or calibration correct deficiencies?
- 55. QUESTION_40 - Is item serviceable without damage to components?
- 56. QUESTION_40A - If not serviceable without damage to components, what would the replacement cost of the components be?
- 57. QUESTION_41 - Is item in operable condition?
- 58. QUESTION_42 - Must item be repaired/rebuilt/overhauled to perform all functions?
- 59. QUESTION_42a - If repair/rebuilding/overhauling is necessary, what is the cost?
- 60. QUESTION_43 - Do OC records indicate satisfactory performance?
- 61. QUESTION_44 - Are manually operated mechanisms in working order?

- 62. QUESTION_45 - Are scales, dials, and guages working and readable?
- 63. QUESTION_46 - Are hydraulic pumps, valves, and fittings operating properly?
- 64. QUESTION_47 - Are electronic systems and controls operating properly?
- 65. QUESTION_48 - How many hours was item used by current possessor?
- 66. QUESTION_50 - Estimated cost for packing, handling?
- 67. QUESTION_51 - When will item be ready for redistribution
- 68. CCNDITION_CODE
- 69. OPERATING_TEST_CODE
- 70. REMARKS - Explanation to no answers for questions 32,33,34,35,43,44, 45,46,47. Also, description of how item was last used.
- 71. STUB - Corresponds to DATE, SERIAL fields of the Requisition File (Prototype). The date and serial number of the requisition the material was ordered under.
- 72. DATE - Indicates date material received.
- 73. CCNS - Indicates from where material received was ordered.
- 74. CONSIGNEE - Indicates name and address of consignee including ZIP ccde.
- 75. TRANSFER_DOCUMENT_NUMBER - Indicates transfer document number of equipment transferred.

- 76. TYPE_OF_DISPOSITION - Indicates either donation,
destruction, sale,
or abandonment
- 77. DATE_PROCEEDS - Indicates date of disposition
and proceeds if sold
- 78. VALIDATION - Indicates names of validating
person
- 79. NSN - Indicates National Stock Number
- 80. CALIBRATION_DUE_DATE - Julian date calibration due
- 81. LAST_CALIBRATION_DATE - Julian date of last calibration
- 82. WCRK_CENTER - Indicates work center responsible
for calibration

After the record has been added to the Property Record File (Prototype) the Plant Account Clerk then clears the Plant Account Suspense Code from the corresponding record of the Requisition File (Prototype) indicating that a Property Record Form was forwarded with proper information from the User Department. Once the Plant Account Clerk enters the record to the Property Record File (Prototype), the fields can only be modified as per ACCESS Code. This is for security of the plant account equipment. It prevents someone from stealing equipment and then deleting the record from the Property Record File (Prototype).

The Plant Account Clerk must forward various copies of the Property Record Form to NSC Oakland as well as the User Department. The forms are prepared by transferring data from the Property Record File (Prototype) to hard copy by electro/ mechanical means.

The Plant Account Clerk ensures that the required completed rough Property Record forms are forwarded by the User Department by obtaining reports of records of the Requisition File (Prototype) which have a REC(1...n) field and corresponding FASF(1...n) fields indicating that

material has been received with no corresponding rough Property Record Form completed.

Every three years an inventory must be taken of all Plant Account Equipment. The Plant Account Clerk sends reports of Plant Account equipment for verification to User Departments. These reports are extracted from the Property Record File (Prototype). They contain the following fields.

1. ID_GOV_TAG_NO
2. NAME_OF_MANUFACTURER
3. MANUFACTURES_MODEL_NO
4. MANUFACTURERS_SERIAL_NO
5. BUILDING_ROOM
6. PCSSSESSOR_CODE

Once the reports are verified, the User Departments forward them back to the Plant Account Clerk. The files are updated, new Property Record Forms are forwarded to NSC Oakland and Survey action is initiated as necessary.

2. Files Used

The following files with corresponding reference appendix are used by the Plant Account Clerk.

- a. Requisition File (Prototype) - Appendix L
- b. Property Record File (Prototype) - Appendix M

3. Detailed Requirements (Prototype)

Detailed prototype requirement for the Plant Account Clerk are listed in Appendix J.

D. SUPPLY DEPARTMENT - RECEIVING

1. General Description

When an item is received at the receiving warehouse, personnel there will match the invoice information with information on a copy of either the purchase order or the original DD-1348 to identify the equipment destination. After this is done, a phone call to the department concerned is made to notify the ultimate user of the item's arrival and it is delivered to the building and room designated. The documents to be delivered to the user department are delivered with each item. At the time of delivery a copy of the shipping document is stamped with a "Received" stamp and is signed by the person receiving the equipment. Receiving then forwards the receipt to Receipt Control.

It is usually no problem to identify the ultimate user of the material received if it comes from the Navy Supply System because the requisition document number is always included. If, however, the material is received from a commercial vendor, documentation varies. Sometimes the requisition document number is not included in the documentation which comes with the material. Receiving must access the Requisition File by Contract/Purchase Order Number, Contractor, Delivery Order Number or Schedule of Supplies/Services to attempt to cross-reference to the Requisition/Purchase Request Number so that the ultimate user can be identified.

2. Files Used

a. Requisition File (Prototype) - Appendix L

3. Detailed Requirements (Prototype)

Detailed prototype requirements for the Receiving Division are found in Appendix K.

E. SUPPLY DEPARTMENT - RECEIPT CONTROL

1. General Description

Once the signed receipt for equipment delivered is received by Receipt Control, a copy of receipt for all Plant Account eligible is sent to the comptroller for the Plant Account Clerk. For requisitions from vendors, Receipt Control then closes out the file on the requisitioned item by completion of fields "REC(1...n)" (Receipt date) and "RECBY(1...n)" of the appropriate record of the Requisition File (Prototype). If a partial quantity is received, then fields REC_QTY_PAR(1...n), REC_DATE_PAR(1...n) and REC_BY_PAR(1...n) fields are entered in the appropriate record of the Requisition File (Prototype). A hard copy of the document is forwarded to the Issue Control Division where it is filed in the historical file maintained by the Supply Department. A hard copy file is necessary in case there is any question or argument as to receipt of equipment. The actual signature of the person who received the equipment is on the document retained. If the item was ordered through the Navy Supply System, the receipt documentation is turned over to Issue Control without further action following forwarding of the Plant Account item receipt to the Comptroller Department.

2. Files Used

a. Requisition File (Prototype) - Appendix L

3. Detailed Requirements (Prototype)

Detailed prototype requirements are found in Appendix K.

VII. CONCLUSION

A. SYSTEMS DEVELOPMENT BEGINS WITH DATA

The Carter Thesis, [Ref. 1], focused on data flow through the use of data flow diagrams and the definition of associated data stores. This paper took the process a step farther and defined the fields of records for the data stores, after which specifications for logical manipulation of the data was identified. This approach is an improvement on the more conventional techniques and systems design methods such as, Jackson Methodology, [Ref. 10], and Warnier's Logical Construction of Programs, [Ref. 11], which contend that systems design begins with identification of entities, attributes, and data structures. With this conventional approach, once the design is in progress it's difficult to change. The method used in the Carter Thesis, [Ref. 1], and this paper followed the approach of Gane and Sarson, [Ref. 2], as well as Canning, [Ref. 12]. Both approaches suggest that the new systems development methodologies begin with data rather than process. This method is especially beneficial if prototyping were used. By putting emphasis on identifying the essential features of a user's data requirements the essential features are data and data relationships. Processes can be provided through auxiliary features of a Data Base Management System. This simplifies the traditional approach which assumes that both "data" and "process" must be identified in the early stages. Also, by concentrating on the data requirements, completeness at the early stages of system design is not important because this method allows for change.

B. USE THE PROTOTYPE APPROACH

The studies of Naumann and Jenkins, [Ref. 8], confirm the fact that builders and users continue to be dissatisfied with traditional approaches to system development. Total information requirements are difficult to determine at the onset and are subject to change. There is substantial risk that when a system is implemented it will not meet the user's needs. Prototypes permit extremely rapid construction of systems. They allow for user and middle management involvement. If the users and middle managers feel that their feedback will be taken into consideration and rapidly implemented the result will be a better management information system. It is, therefore, suggested that the prototype approach be used to build a Plant Property Management Information System at the Naval Postgraduate School.

C. USE A COMMERCIALLY AVAILABLE DATABASE MANAGEMENT SYSTEM

Rather than developing a new database management system, it would be better to obtain a commercially available database management system to be incorporated in a Plant Property Management Information System for the Naval Postgraduate School. A commercially obtained database management system would have the benefit of reducing programming time. It would in all probability have features not considered at this time but would be beneficial in the future. Additional commercial database benefits to be considered include.

1. The software will provide logical as well as physical data representation.
2. The database may evolve without incurring high maintenance costs.
3. Effective procedures are provided to ensure data privacy.

4. Commercial databases can easily provide answers to unanticipated queries.
5. A data description language is usually provided for the database administrator.
6. There is host computer language interface for application users.
7. There is query language available for casual users.

D. RECOMMENDATIONS

As in the Carter thesis it is recommended that efforts continue on the project to implement a usable Plant Property Management Information System. The project is considered to be a worthwhile exercise and would ultimately benefit the Naval Postgraduate School. Following this thesis the next logical step would be to explore the various commercially available database programs and how well they meet the requirements set forth in this paper. Once a database along with compatible hardware is selected the next step would be to develop a working prototype management information system for plant accounting and continue the iterative process of refining it.

It is very important that at this point in the development of a Plant Equipment Management Information System that Central Data Processing Management at the Naval Postgraduate School become involved. This management information should be part of a long range plan to administer all data at the Naval Postgraduate School as a resource. This is because data crosses boundaries into other areas and similar applications. For instance, when the specifications for Plant Account Equipment requisitioning could be used for requisitioning in general. Economies of scale and reduced redundancy are a result of proper data processing management and effective long range goal in the quest for data processing maturity.

APPENDIX A
REQUIREMENTS - USER DEPARTMENT

A. REQUISITION CLERK

1. Ability to access Requisition File, User File, Funds File and Property Records File based on ACCESS code.
2. Ability to create new Requisition Records.
3. Access to Requisition and Funds Files is limited to only those records identified to pertain to that individual indicated by USER field.
4. Ability to browse the Requisition File in DATE, SERIAL order including blanks.
5. Ability to pass Requisition Records to other nodes by changing the PASS code.
6. Ability to obtain specialized Requisition File reports to include or exclude specified elements and records in a specified sequence.
7. Automatically extend and sum all item Quantities (QTY(1...n) times Unit Prices (UP(1...n) of the Requisition Record and place Total in a field labeled BU of the Requisition Record.
8. Ability to query the OPTAR balance which is computed by taking the User's OPTAR Grant in a particular Job Order Number Category TOTOPT(USER) (SUP) in the Funds File and adding the sum of the balance adjustments (BALADJ) of each Requisition Record and subtracting the extended dollar value (BU) of the individual user's transactions of each Requisition Record of that particular Job Order Number (SUP).

BAL (USER) (SUP) =

(Sum (BALADJ (USER) (SUP)))

minus

(Sum (BU (USER) (SUP)))

9. Ability to create new Property Record File records based on access code.
10. Ability to input records into the Property Record File by filling in blanks on a skeletized DOD Property Record, DD-1342.
11. Ability to browse records of the Property Record File in DD-1342 output format.
12. Ability to create hard copy DD-1342 DOD Property Record Forms from information contained in the Property Record File.
13. Ability to select and access records of the Property Record File by keying on selected individual fields of the record. More than one record may be under a selected individual key field.
14. Ability to generate reports containing selected fields of records in the Property Record File. The report should be in the sequence specified. For example, if a report were required to contain all equipment in a certain location belonging to a particular department, containing the serial number of the equipment and ID/Government Tag Number, and be in ID/Government Tag Number sequence the input parameters could be similar to the following:

a) Print Fields:

ID/GOV_TAG_NO

MANUFACTURERS_SERIAL_NO

BUILDING_ROOM

b) Select Records limit:

BUILDING_ROOM = 409 232

POSSESSOR_CODE = 62271(7685435)

c) Sequence:

Major Field = ID_GOV_TAG_NO

Minor Field = none

Minor Minor Field = none

15. Ability to generate reports of equipment in the Property Record File overdue for calibration. That is CALIBRATION_DUE_DATE minus LAST_CALIBRATION_DATE is negative. For example, if a report were required to contain all equipment overdue for calibration in Work Center 940, containing nomenclature, manufacture, model number, manufactures serial number, ID/Government tag number (NID), NSN (stock items), calibration due date, last calibration date, and location (DIPEC_CONTROL_NO) could be similar to the following:

a) Print Fields:

NOMEN

NAME_OF_MANUFACTURER

MANUFACTURERS_MODEL_NUMBER

MANUFACTURERS_SERIAL_NO

ID/GOV_TAG_NO

NSN

CALIBRATION_DUE_DATE

LAST_CALIBRATION_DATE

BUILDING_ROOM

WORK_CENTER

b) Select Records limit:

WORK_CENTER = 940

CALIBRATION_DUE_DATE

minus

LAST_CALIBRATION_DATE < 0

c) Sequence:

Major Field = BUILDING_ROOM

Minor Field = none

Minor Minor Field = none

16. Ability to generate reports of equipment in the Property Record File due for calibration within a certain time frame. For example, if a report were required to contain all all equipment due for calibration between julian date 3130 and 3160 in Work Center 940, containing nomenclature, manufacture, model number, manufactures serial number, ID/Government tag number (NID), NSN (stock items), calibration due date, last calibration date, and location (DIPEC_CONTROL_NO) could be similiar to the following:

a) Print Fields:

NOMEN
NAME_OF_MANUFACTURER
MANUFACTURERS_MODEL_NUMBER
MANUFACTURERS_SERIAL_NO
ID/GOV_TAG_NO
NSN
CALIBRATION_DUE_DATE
LAST_CALIBRATION_DATE
BUUIDING_ROOM
WORK_CENTER

b) Select Reccrds limit:

WORK_CENTER = 940
3130 < CALIBRATION_DUE_DATE < 3160

c) Sequence:

Major Field = BUILDING_ROOM
Minor Field = none
Minor Minor Field = none

B. OPTAR CUSTODIAN

1. Ability to access Requisition File, User File and Funds File based on ACCESS Code.
2. Ability to create new Requisition Records. The SERIAL field of that record must be in a series assigned to the inputting department as indicated in the User File.
3. Access to the Requisition File is limited to those records identified by a USER number in that OPTAR Custodian's Department and ACCESS code.
4. Access to the Funds File is limited to those records identified by a USER number in that OPTAR Custodian's Department or those records identified by DEPT of that OPTAR Custodian's Department as well as ACCESS code.
5. Ability to browse the Requisition File Records in DATE, SERIAL Field order including blanks.
6. Ability to pass Requisition Records to other nodes by changing the PASS code.
7. Ability to obtain specialized reports to include or exclude specified elements and records in a specified sequence.
8. Automatically extend all item Quantities (QTY(1...n)) times Unit Prices (UP(1...n)) of the Requisition Record and place Total in a field labeled BU of the Requisition Record.
9. Ability to query each Users OPTAR balance which is computed by taking the User's OPTAR Grant in a particular Job Order Number Category TOTOPT(SUP)(USER) in the Funding File and adding the sum of the balance adjustments (EALADJ)(USER) of each Requisition Record and subtracting the extended dollar value BU(USER) of the individual user's transactions of each

Requisition Record of that particular Job Order Number (SUP) .

a) BAL(USER) (SUP) =

$$\begin{aligned} & \text{TOTCPT(SUP) (USER)} \\ & \quad \text{plus} \\ & \quad (\text{Sum (BALADJ(USER) (SUP))}) \\ & \quad \text{minus} \\ & \quad (\text{Sum (BU(USER) (SUP))}) \end{aligned}$$

10. Ability to query the total OPTAR balance of each Job Order Number Category. The OPTAR Balance in an individual Job Order Number category is computed by taking the total OPTAR assigned in that category, TOTOPT(SUP) (DEPT) of the Funds File and adding the sum of all OPTAR balance adjustments and subtracting the total extensions of all Requisition Record totals of all users in that department. The user records can be identified by a block of serial numbers, DEPTSERIES of the Serial File assigned to the Department by the Comptroller.

a) BAL(SUP) (DEPT) =

$$\begin{aligned} & \text{OPTTOT(SUP) (SERIES)} \\ & \quad \text{plus} \\ & \quad (\text{sum (BALADJ(SUP) (SERIES))}) \\ & \quad \text{minus} \\ & \quad (\text{sum (BU(SUP) (SERIES))}) \end{aligned}$$

11. Ability to access only Funds File Records identified to be that of the requesting department. (i.e. Subfield DEPT or USER of a field in a record of Funds File correspond to the department requesting access.)

APPENDIX B

REQUIREMENTS - RESEARCH ADMINISTRATION OFFICE (RAO)

A. RAO APPROVAL AUTHORITY

1. Ability to access Requisition File, User File and Funds File as determined by ACCESS code.
2. Ability to receive Requisition Records from User Departments.
3. Ability to modify records as allowed by access code.
4. Ability to forward Requisition Records to other nodes as indicated by entering the appropriate PASS code field of a requisition record.
5. Ability to obtain reports by Reimbursable Fund Expenditure category, RMBEXP of the Requisition File, of all records which have an RMBEXP in DATE, SERIAL sequence. The report is to contain the following fields:
 - a) Amount Obligated
(EU of Requisition File)
 - b) Date of Entry
(RMBEXPDAT of Requisition File)
 - c) Expenditure Code
(RMBEXP of Requisition File)
 - d) Nomenclature
(NOMEN1 of Requisition File)
 - e) Vendor
(SEND_TO of Requisition File)
 - f) Requisition Number
(REQ, DATE, SERIAL of Requisition File)
 - g) Purchase Order Number
(DELCRDNO of Requisition File)

6. Ability to query the Reimbursable Funds Balance in each Reimbursable Funds Account Number category, RMEXP of the Requisition File. The Reimbursable Funds Balance (RMBBAL) is computed by taking the total Reimbursable Funds allowed in each account (RIF(RMPEXP) of the Funds File) + all CPTAR Adjustments involving the Reimbursable Funds Category in question. BALADJ(RMBEXP) of the Requisition File minus the total price of each requisition involving the Reimbursable Funds Category in question BU(RMBEXP).

a) RMBAL(RMBEXP) =
RIF(RMBEXP)
plus
sum (BALADJ(RMBEXP))
minus
sum (BU (RMBEXP))

APPENDIX C
REQUIREMENTS - COMPTROLLER DEPARTMENT

A. BUDGETING AND ACCOUNTING DIVISION

1. Ability to access Requisition File, User File and Funds File as determined by ACCESS code.
2. Ability to create new Requisition Records.
3. Access to Funds File is determined by ACCESS code.
4. Ability to browse Requisition Records in Requisition File in DATE, SERIAL order including blanks.
5. Ability to pass Requisition Records to other nodes by entering a PASS code in that record.
6. Ability to obtain specialized reports from the Requisition File to include or exclude specified fields and records. The reports are to be in a sequence specified by the requestor.
7. Automatically extend all item quantities, QTY(1...n) times unit prices, UP(1...n) of newly created Requisition Records and place total in a field labeled BU of the Requisition Record.

B. PLANT ACCOUNT CLERK

1. Receive and pass Requisitions Records based on PASS code.
2. Access to Requisition File is based on ACCESS code.
3. Access to only Requisition Records which have a PASF(1...n) code entered or have been passed.
4. Ability to browse and receive reports of Requisition Records which have a Plant Account Suspense File Code (PASF) entered. Reports are to contain selected fields to be determined by the Plant Account Clerk and be in Julian Date (DATE of Requisition Record) within Serial Number (SERIAL of Requisition Record) sequence.
5. Access to Property Record File based on ACCESS code.
6. Ability to enter records into the Property Record File by entering fields in a displayed mask resembling a DD-1342 Property Record Form.
7. Ability to obtain a two lists of DATE, SERIAL fields of records of the Requisition File which have:
 - a) PASF entered in the record of the Requisition File and a corresponding STUB number in the Property Record File.
 - b) PASF entered in the record of the Requisition File and no corresponding STUB number in the Property Record File.
8. Ability to obtain a hard copy of a DOD Property Record (DD-1342) from information contained in the Property Record File.
9. When VALIDATION field of a record in the Property Record File is entered Automatically clear the PASF(1...n) field of the records of the Requisition File which DATE and SERIAL fields of the record of the Requisition File correspond to STUB of the record

of the Property Record File which a VALIDATION code was entered.

10. Ability to access Property Record File records by the VAL_DATE field.
11. Ability to reference Property Record File records in ID/GOV_TAG_NO within PROCESSOR_CODE sequence.
12. Ability to reference Property Record File records by ID/GOV_TAG_NO field. This is the NID Number.
13. Ability to reference Property Record File records by NCMEN field.
14. Ability to select and access records of the Property Record File by keying on selected individual fields of the record. More than one record may be under a selected individual key field.
15. Ability to generate reports containing selected fields of records in the Property Record File. The report should be in the sequence specified. For example, to print a report for a complete Plant Account Inventory to distribute to all User Departments in ID/Government Tag Number within Possessor Code within DIPEC Control Number sequence the input parameters could be similiar to the following:

a) Print Fields:

ID/GOV_TAG_NO
NAME_OF_MANUFACTURER
MANUFACTURERS_MODEL_NO
MANUFACTURERS_SERIAL_NO
BUILDING_ROOM
POSSESSOR_CODE

b) Select Recrds Limit:

select all records

c) Sequence:

Major Field = POSSESSOR_CODE

Minor Field = BUILDING_ROOM

Minor Minor Field = ID/GOV_TAG_NO

APPENDIX D
REQUIREMENTS - SUPPLY DEPARTMENT

A. ISSUE CONTROL DIVISION

1. Ability to access Requisition File, User File and Property Record File based on ACCESS code.
2. Ability to modify and add to fields of the Requirements Record as determined by the ACCESS code.
3. Ability to display a skeletalized DD-1348 with permanent or semi-permanent fields. The permanent or semi-permanent fields to be determined and modified by the Issue Control Division.
4. Ability to pass Requisition Records to other nodes by entering a PASS code field in the Requisition Record.
5. Automatically extend all item quantities, QTY(1...n) times unit price, UP(1...n) of Requisition Records which do not have a FINDBT code entered.
6. Ability to produce a hard copy DD-1348 document form information contained in the Requisition File of selected records.
7. Ability to produce a hardcopy Naval message requisition from selected Requisition Records.

B. PURCHASE BRANCH

1. Ability to access Requisition File and User File based on ACCESS code.
2. Ability to display skeletal DD-1155 Purchase Order Form with SF-36 Continuation Sheets, if necessary, with permanent or semi-permanent fields filled (i.e. A number of fields such as Block 6 of the DD-1155 are virtually constant. In this case the order is always from "Supply Officer, Naval Post Graduate School...") and is constant.
3. Ability to transfer information from the Requisition Record to fill in blank fields of the skeletonized DD-1155 and SF-36.
4. Ability to modify the fields of the DD-1155 and SF-36 as required.
5. Ability to transfer these corresponding fields of the DD-1155 and SF-36 to the Requisition File.
6. Ability to transfer displayed DD-1155 and SF-36 to the actual hard copies of the forms. Ability to reference a Requisition Record by COSTCODE, REQUISITION/PURCHASE REQUEST NO or DELIVERY ORDER NUMBER.
7. Ability to modify and add to fields of the Requisition File as determined by the ACCESS code.

C. RECEIVING DIVISION

1. The ability to access records in the Requisition File and User File based on Access code.
2. Ability to access Requisition File records by document number DATE (major field), SERIAL (minor field),
3. Ability to access Requisition File Records by SS(1...n), given total or partial information contained in that field. Note: There may be more than one record with the same SS(1...n) supply or service. Also, the field SS(1...n) may contain more data than the access request. (i.e. The request could be to locate "Model 5061A", whereas, the field SS(1...n) could actually contain "Model 5061A Cesium frequency standard".)

D. RECEIPT CONTROL DIVISION

1. The ability to access records in the Requisition File and User File based on ACCESS code.
2. Ability to access Requisition File records by document number DATE (major field), SERIAL (minor field),
3. Ability to access Requisition File Records by SS(1...n), given total or partial information contained in that field. Note: There may be more than one record with the same SS(1...n) supply or service. Also, the field SS(1...n) may contain more data than the access request. (i.e. The request could be to locate "Model 5061A", whereas, the field SS(1...n) could actually contain "Model 5061A Cesium frequency standard".)

APPENDIX E
REQUISITION FILE

A. GENERAL

A file is made up of records. A record is made up of elements. The record description presented below consists of an access code, data element and definition of that data element. Included is a reference to appropriate forms if used. Information contained in the Requisition File from the DD-1348, SF-36 and DD-1155 are listed individually in Appendix N through P. Each column of the access code represents the access that a particular user has to the indicated data element.

An ACCESS code description is presented at the end of this appendix.

B. RECORD DESCRIPTION

<u>ACCESS CODE</u>	<u>ELEMENT</u>
--------------------	----------------

1. 3.1.1.1.1.3.3.1.1 USER

User Identification Code
(Unique code to identify each
Requisition Clerk (ultimate
user))

2. 4.4.1.1.1.3.3.1.1 SEND_TO

Company or Supply Activity
(DD-1348 bl-A), (SF-36),
(DD-1155)

3. 4.4.1.1.1.3.3.1.1 REQUISITION_IS_FROM

Originator
(DD-1348 bl-B)

(used to identify "user" until
serial assigned by OPTAR
Custodian)

4. 4.4.1.1.1.3.3.1.1 NOMEN1
Nomenclature
(DD-1348 bl-C)
(name of item ordered through
Navy Supply System on DD-1348)
5. 0.0.0.0.0.3.3.1.1 DOC_IDENT
Editing Data
(DD-1348 bl-D)
6. 0.0.0.0.0.3.3.1.1 RI_TO
Editing Data
(DD-1348 bl-E)
7. 0.0.0.0.0.3.3.1.1 SUF
Editing data
(DD-1348 bl-F)
8. 0.0.1.0.1.3.3.1.1 DOC_IDENT
Send requisition to
(DD-1348 cc 1-3)
9. 0.0.1.0.1.3.3.1.1 ROUT_ID
Routing Identifier
(DD-1348 cc 4-5)
10. 0.0.1.0.1.3.3.1.1 M_&S
Media and Status Code
(DD-1348 cc 7)
11. 4.4.1.1.1.3.3.1.1 FSC
Stock Number FSC
(DD-1348 cc 8-11)
12. 4.4.1.1.1.3.3.1.1 NIIN
Stock Number NIIN
(DD-1348 cc 12-20)
13. 4.4.1.1.1.3.3.1.1 ADDT
Stock Number additional data
(DD-1348 cc 21-22)

14. 4.4.0.1.1.3.3.1.1 SERV1

Service Code Requisitioner

(DD-1348 cc 30)

(DD-1155 bl 4, 1 of 4)

15. 1.4.1.1.1.3.3.1.1 REQ

Document Number Requisitioner

(DD-1348 cc 31-35)

(DD-1155 bl 4, 2 of 4)

(DD-1155 bl 6, 2 of 2)

16. 1.4.1.1.1.1.1.1.1 DATE

Document Number Date

(DD-1348 cc 36-39)

(DD-1155 bl 4, 3 of 4)

17. 1.4.1.1.1.1.1.1.1 SERIAL

Document Number Serial

(DD-1348 cc 40-43)

(DD-1155 bl 4, 4 of 4)

18. 4.4.1.1.1.3.3.1.1 DEMEND

Demand Code

(DD-1348 cc 44)

19. 4.4.1.1.1.3.3.1.1 SERV2

Service Code

Supplementary Address

(DD-1348 cc 45)

20. 4.4.1.1.1.3.3.1.1 SUP

Supplementary Address

(DD-1348 cc 46-50)

(also called Job Order Number)

21. 4.4.0.1.1.3.3.1.1 SIG

Signal Code

(DD-1348 cc 51)

22. 4.4.1.1.1.1.1.1.1 FUND

Fund Code

(DD-1348 cc 52-53)

23. 4.4.1.1.1.1.1.1.1 DIS
Distribution
(DD-1348 cc 54-56)
24. 4.4.1.1.1.1.1.1.1 PROJ
Project
(DD-1348 cc 57-59)
25. 4.4.1.1.1.1.1.1.1 PRI
Priority
(DD-1348 cc 60-61)
26. 4.1.1.1.1.1.1.1.1 DEL
Required Delivery Date
(DD-1348 cc 62-64)
27. 3.3.0.0.1.3.3.3.3 DOT
Status DOT Identification
(DD-1348 b1 G1-3)
28. 3.3.3.3.3.3.3.3.3 SF
Status_Data
(DD-1348 b1 H44)
29. 3.3.3.3.3.3.3.3.3 EST
Status_Data,
Estimated Available Date
(DD-1348 b1 I62-64)
30. 3.3.3.3.3.3.3.3.3 STAT
Status_Code
(DD-1348 b1 J65-66)
31. 4.4.0.0.0.3.3.1.1 ADV
Advice_Code
(DD-1348 cc 65-66)
32. 4.4.0.0.0.0.0.0.0 C67
(DD-1348 cc 67)
33. 4.4.0.0.0.0.0.0.0 C68
(DD-1348 cc 68)
34. 0.0.0.0.0.0.0.0.0 C69
(DD-1348 cc 69)

35. 0.C.C.0.0.0.0.0.0 C70
 (DD-1348 cc 70)

36. 0.C.C.0.0.0.0.0.0 C71
 (DD-1348 cc 71)

37. 0.0.0.0.0.0.0.0 C72
 (DD-1348 cc 72)

38. 0.C.C.0.0.0.0.0.0 C73
 (DD-1348 cc 73)

39. 0.C.C.0.0.0.0.0.0 C74
 (DD-1348 cc 74)

40. 0.0.C.0.0.0.0.0.0 C75
 (DD-1348 cc 75)

41. C.C.0.0.0.0.0.0.0 C76
 (DD-1348 cc 76)

42. 0.0.C.0.0.0.0.0.0 C77
 (DD-1348 cc 77)

43. 0.0.C.0.0.0.0.0.0 C78
 (DD-1348 cc 78)

44. 0.0.C.0.0.0.0.0.0 C79
 (DD-1348 cc 79)

45. 0.0.C.0.0.0.0.0.0 C80
 (DD-1348 cc 80)

46. 0.0.0.0.0.3.3.1.1 RITO
 Route_to
 (DD-1348 b1 K67-69)

47. 0.0.0.0.0.0.0.0 L
 (DD-1348 b1 L)

48. 3.3.3.3.3.3.1.1 APP_SYM_SUB
 Appropriation Symbol and Subhead
 (DD-1348 b1 M)
 (DD-1155 b1 17, 2 of 11)

49. 0.0.0.0.0.0.0.0 N
 (DD-1348 b1 N)

50. 0.0.0.0.0.0.3.0.0 TRANS_TYPE
Transaction type
(DD-1348 b1 0, 1 of 2)
(DD-1155 b1 17, 7 of 11)

51. 0.0.0.0.0.0.3.0.0 OBJ_CLASS
Object class
(DD-1348 b1 0, 2 of 2)
(DD-1155 b1 17, 3 of 11)

52. 3.3.3.3.3.3.1.1 BUREAU_CONT_NO
Bureau Control Number
(DD-1348 b1 P, 1 of 2)
(DD-1155 b1 17, 4 of 11)

53. 3.3.3.3.3.3.1.1 SUB_ALLOT
Sub-Allotment
(DD-1348 b1 P, 2 of 2)
(DD-1155 b1 17, 5 of 11)

54. 0.0.0.0.0.0.0.0.0 Q
(DD-1348 b1 Q)

55. 3.3.3.3.3.3.1.1 AUTHN_ACCTG_ACTY
Authorization Accounting Activity
(DD-1348 b1 R)
(DD-1155 b1 17, 6 of 11)

56. 0.0.0.0.0.0.0.0.0 S
(DD-1348 b1 S)

57. 0.0.0.0.0.0.0.0.0 T
(DD-1348 b1 T)

58. 1.1.1.1.1.1.1.1.1 TOT_PR
Total Price
(DD-1348 b1 U)
(DD-1155 b1 17, 11 of 11)
(DD-1155 b1 25)

59. 0.0.0.0.0.0.0.0.0 V
(DD-1348 b1 V)

60. 4.4.1.1.1.5.5.1.1 IN (1...n)

Item number

(SF 36), (DD-1155 bl 18)

("n" is variable depending
on number of items per
requisition)

61. 4.4.1.1.1.5.5.1.1 SS (1...n)

Supplies/Services

(SF 36), (DD-1155 bl 19)

("n" is variable depending
on number of items per
requisition)

62. 4.4.1.1.1.5.5.1.1 QTY (1...n)

Quantity of supply/service

(DD-1348 CC 25-29)

(SF 36), (DD-1155 bl 20)

("n" is variable depending
on number of items per
requisition)

63. 4.4.1.1.1.5.5.1.1 UI (1...n)

Unit of issue

(DD-1348 CC 23-24)

(SF 36), (DD-1155 bl 21)

("n" is variable depending
on number of items per
requisition)

64. 4.4.1.1.1.5.5.1.1 UP (1...n)

Unit Price

(SF 36), (DD-1155 bl 22)

("n" is variable depending
on number of items per
requisition)

65. 4.4.4.4.4.4.0.0 PASS

Pass code

(Indicates "node passed from",
"node passed to", julian date
passed")

66. 3.3.3.3.3.3.3.3 QTY_REC_PAR(1...n)

Indicates partial quantity
received

67. 3.3.3.3.3.3.3.3 REC_BY_PAR(1...n)

Indicates who received the
partial quantity

68. 3.3.3.3.3.3.3.3 REC_DATE_PAR(1...n)

Indicates receipt date of partial
quantity

69. 0.4.0.1.1.1.1.0.0 BALADJ

Balance Adjustment

(Used for increases or decrease
in obligated amount of
requisition)

70. 4.4.0.1.1.3.3.1.1 CONORD_NO

Contract/Purchase Order Number
(DD-1155 b1 1)

71. 4.4.1.1.1.3.3.1.1 DELORD_NO

Delivery Order Number
(DD-1155 b1 2)

72. 0.0.0.0.0.0.3.1.1 DATE_OF_ORDER

(DD-1155 b1 3)

73. 0.0.0.0.0.0.3.1.1 DO

Certified for National Defense
under DMS Regulation. 1
(DD-1155 b1 5)

74. 0.0.0.0.0.0.3.1.1 ISSUED_BY

Indicates position, address
& phone of issuer
(DD-1155 b1 6, 1 of 2)

75. 0.0.C.0.0.0.3.1.1 ADMIN_BY
Administered by
(DD-1155 b1 7, 1 of 2)
76. 0.0.0.0.0.3.0.0 ADMIN_BY_CODE
Unit identification code
(DD-1155 b1 7, 2 of 2)
77. 0.0.C.0.0.0.3.0.0 DELIVERY_FOB
Indicates if delivery is
"Destination" or "Other"
(DD-1155 b1 8)
78. 0.C.0.0.0.3.1.1 CONTRACTOR_QUOTER
Indicates name and address
(DD-1155 b1 9, 1 of 3)
79. 0.0.0.0.0.3.1.1 CONTRACTOR_QUOTOR_CODE
(DD-1155 b1 9, 2 of 3)
80. 0.0.0.0.0.3.1.1 CONTRACTOR_QUOTOR_FACILITY_CODE
(DD-1155 b1 9, 3 of 3)
81. 0.0.0.0.0.3.1.1 DELIVER_TO_FOB_POINT_BY
Indicates date
(DD-1155 b1 10)
82. 0.0.C.0.0.0.3.1.1 CHECK_IF
Indicates if "Small Business" or
"Minority Business"
(DD-1155 b1 11)
83. 0.C.0.0.0.3.0.0 DISCOUNT_TERMS
(DD-1155 b1 12)
84. 0.0.0.0.0.3.0.0 MAIL_INVOICES_TO
(DD-1155 b1 13)
85. 0.C.C.0.0.0.3.1.1 SHIP_TO
Indicates who and where to ship
material
(DD-1155 b1 14, 1 of 2)
86. 0.0.C.0.0.0.3.1.1 SHIP_TO_CODE
(DD-1155 b1 14, 2 of 2)

87. 0.0.0.0.0.0.3.0.0 PAYMENT_WILL_BE_MADE_BY
(DD-1155 b1 15, 1 of 2)
88. 0.0.0.0.0.0.3.0.0 PAYMENT_WILL_BE_MADE_BY_CODE
(DD-1155 b1 15, 2 of 2)
89. 0.0.0.0.0.0.3.0.0 TYPE_OF_ORDER
Indicates either "Delivery" or
"Purchase"
(DD-1155 b1 16, 1 of 6)
90. 0.0.0.0.0.0.3.0.0 REFERENCE_YOUR
(DD-1155 b1 16, 2 of 6)
91. 0.0.0.0.0.0.3.0.0 CLAUSE_NO
Indicates "Number 13" or
"Number 15"
(DD-1155 b1 16, 3 of 6)
92. 0.0.0.0.0.0.3.0.0 SPECIAL_PROVISIONS
(DD-1155 b1 16, 4 of 6)
93. 0.0.0.0.0.0.3.0.0 ADDITIONAL_GENERAL_PROVISIONS
(DD-1155 b1 16, 5 of 6)
94. 0.0.0.0.0.0.3.0.0 RETURN_COPIES
(DD-1155 b1 16, 6 of 6)
95. 0.0.0.0.0.0.3.1.1 ITEM_NO
(DD-1155 b1 17, 1 of 11)
96. 0.0.0.0.0.0.3.1.1 PROPERTY_ACCTG_ACTIVITY
Property accounting activity
(DD-1155 b1 17, 8 of 11)
97. 0.0.0.0.0.0.3.1.1 COUNTRY_CODE
(DD-1155 b1 17, 9 of 11)
98. 0.0.0.0.0.0.3.0.0 COST_CODE
(DD-1155 b1 17, 10 of 11)
99. 0.0.0.0.0.0.3.0.0 CONTRACTING/ORDERING OFFICER
(DD-1155 b1 24)
100. 3.3.3.3.3.3.3.3.3 REC(1...n)
Receipt Date
(Indicates date material
received)

101. 3.3.3.3.3.3.3.3.3 RECBY(1...n)
Received by
(Indicates who received
the material)
102. 0.0.4.0.1.0.0.0.0 EXPCD
Expenditure Code
103. 0.0.0.3.1.0.0.0.0 OPVAL
OPTAR Validation
104. 0.0.0.0.3.0.0.0.0 PASF(1...n)
Plan Account Suspense File Code
105. 3.3.3.3.3.3.3.3 MSG
Message
(Indicates message send from one
node to another, can be changed
or added to by nodes)
106. 0.0.3.1.1.1.1.0.0 RMBEXP
Reimbursable Funds Account
Number/Reimbursable Expenditure
Code (Indicates category of
reimbursable funds)
107. 0.0.3.0.0.0.0.0.0 RMBEXPDAT
Reimbursable Expenditure Date
(Indicates date requisition
record checked to verify
reimbursable funds)
108. 0.0.0.3.0.0.0.0.0 TENDBT
Tentative Debit Code
(Tentatively indicates that the
appropriate user department
OPTAR or Reimbursable Fund
Account is to be debited)

109. 0.0.0.3.1.1.1.0.0 FINDBT

Final Debit Code

(Used to freeze amount on
Requisition Record for
accounting purposed)

C. ACCESS CODE DESCRIPTION

1. Access Code (column 1)
 - a) User Department (Requisition Clerk)
 - 0 Data not accessed
 - 1 read
 - 2 write
 - 3 read/write
 - 4 read/write if PASS < 2
read if PASS > 1
2. Access Code (column 2)
 - a) USER DEPARTMENT (Optar Custodian)
 - 0 data not used
 - 1 Read
 - 2 Write 3 Read/Write
 - 4 Read/Write if PASS > 2
Read if PASS not equal 2
3. Access code (column 3)
 - a) RESEARCH ADMINISTRATION OFFICE (RAO)
 - 0 data not used
 - 1 read
 - 2 write
 - read/write
4. Access Code (Column 4)
 - a) COMPTROLLER DEPARTMENT (Budgeting and Accounting)
 - 0 data not used
 - 1 read
 - 2 write
 - 3 read/write
5. Access Code (Column 5)
 - a) COMPTROLLER DEPARTMENT (Plant Account Clerk)
 - 0 not used
 - 1 read
 - 2 write
 - 3 read/write

6. Access Code (Ccolumn 6)
 - a) SUPPLY DEPARTMENT (Issue Control Division)
 - 0 data not used
 - 1 read
 - 2 write
 - 3 read/write
 - 5 read/write until Final Debit Code (FINDBT) field is filled
7. Access Code (Column 7)
 - a) SUPPLY DEPARTMENT (Purchase Branch)
 - 0 not used
 - 1 read
 - 2 write
 - 3 read/write
 - 5 read/write until Final Debit Code (FINDBT) entered in Requisition Record
8. Access code (ccolumn 8)
 - a) SUPPLY DEPARTMENT (Receiving Division)
 - 0 not used
 - 1 read
 - 3 read/write
9. Access code (ccolumn 9)
 - a) SUPPLY DEPARTMENT (Receiving Control Division)
 - 0 not used
 - 1 read
 - 3 read/write

APPENDIX F
FUNDS FILE

A. GENERAL

A file is made up of records. A record is made up of elements. The record description presented below consists of an access code, data element and definition of that data element. Each column of the access code represents the access that a particular user has to the indicated data element.

An ACCESS code description is presented at the end of this appendix.

B. RECORD DESCRIPTION

ACCESS CODE ELEMENT

1. 0.1.C.3 TOTOPT(SUP) (DEPT)

(Total OPTAR assigned each
OPTAR Custodian in a
particular Job Order Number
category (SUP). There is a
unique OPBAL for each
(SUP) (DEPT) combination.
SUP corresponds to the
Requisition File. DEPT
represents a unique code assigned
to each individual Department
OPTAR Custodian.

2. 1.3.0.0 TOTOFT(SUP) (USER)

(Total OPTAR assigned each USER in a particular Job Order Number category (SUP). There is a unique OPBAL for each (SUP) (USER) combination. SUP and USER correspond to the Requisition File.)

3. 0.0.3.0 TOTRIF(RMPEXP)

Total Reimbursable Funds per RMPEXP category
(There is an RIF for every RMPEXP code in the Requisition File)

C. ACCESS CODE DESCRIPTION

1. ACCESS Code (column 1)

a) USER DEPARTMENT (Requisition Clerk)

- 0 not used
- 1 read
- 2 write
- 3 read/write

2. Access Code (column 2)

a) USER DEPARTMENT (OPTAR CUSTODIAN)

- 0 not used
- 1 read
- 2 write
- 3 read/write

3. Access Code (column 3)

a) RESEARCH ADMINISTRATION OFFICE (RAO)

- 0 not used
- 1 read
- 2 write
- 3 read/write

1. Access Code (Column 4)

a) COMPTROLLER DEPARTMENT (Budgeting and Accounting)

- 0 not used
- 1 read
- 2 write
- 3 read/write

APPENDIX G
USER FILE

A. GENERAL

A file is made up of records. A record is made up of elements. The record description presented below consists of an access code, data element and definition of that data element. Each column of the access code represents the access that a particular user has to the indicated data element.

An ACCESS code description is presented at the end of this appendix.

B. RECORD DESCRIPTION

<u>ACCESS CODE</u>	<u>ELEMENT</u>
--------------------	----------------

1. 0.1.1.3.0.0.0.0.0	DEPSER/DEPT
----------------------	-------------

Department Serial Series/Name

Contains the Department
Serial Series and Department
Name. (Each department is
assigned a unique number
series to be used by that
department in the SERIAL
field of Requisition
Records.)

2. 0.3.C.1.0.0.0.0.0 USERSER/USER

User Serial Series/Name

Contains the Department User
Series and Department User
Name.

(Each Department User is
assigned a unique number
series from within the
Department Serial individual
USER code of the Requisition
Record Serial field to help
identify individual user
records.)

C. ACCESS CODE DESCRIPTION

1. Access Code (Column 1)

a) USER DEPARTMENT (Requisition Clerk)

- 0 not used
- 3 read/write
- 4 read/write until VALIDATION field entered in Requisition Record, then read only.

2. Access Code (Column 2)

a) USER DEPARTMENT (CPTAR Custodian)

- 0 not used
- 3 read/write

3. Access Code (Column 3)

a) RESEARCH ADMINISTRATION OFFICE (RAO)

- 0 data not used
- 1 read
- 2 write
- 3 read/write

4. Access Code (Column 4)

a) COMPTROLLER DEPARTMENT (Budgeting and Accounting)

- 0 not used
- 1 read
- 2 write
- 3 read/write

5. Access Code (Column 5)

a) COMPTROLLER DEPARTMENT (Plant Account Clerk)

- 0 not used
- 1 read
- 2 write
- 3 read/write

6. Access Code (Column 6)

a) SUPPLY DEPARTMENT (Issue Control Division)

- 0 not used
- 1 read
- 2 write
- 3 read/write

7.

Access Code (Column 7)

a) SUPPLY DEPARTMENT (Purchase Branch)

- 0 not used
- 1 read
- 2 write
- 3 read/write

8. Access Code (Column 8)

a) SUPPLY DEPARTMENT (Receiving Division)

- 0 not used
- 1 read
- 2 write
- 3 read/write

9. Access Code (Column 9)

a) SUPPLY DEPARTMENT (Receipt Control Division)

- 0 not used
- 1 read
- 2 write
- 3 read/write

APPENDIX H
PROPERTY RECORD FILE

A. GENERAL

A file is made up of records. A record is made up of elements. The record description presented below consists of an access code, data element and definition of that data element. Reference to forms is included if appropriate. Each column of the access code represents the access that a particular user has to the indicated data element.

An ACCESS code description is presented at the end of this appendix.

B. RECCRD DESCRIPTION

<u>ACCESS CODE</u>	<u>ELEMENT</u>
1. 4.4.4.4.3.4.4.4.4	ACTIVE
	Indicates active record (DD-1342 bl 1, 1 of 4)
2. 4.4.4.4.3.4.4.4.4	INTIIAL
	Indicates initial record (DD-1342 bl 1, 2 of 4)
3. 4.4.4.4.3.4.4.4.4	IDLE
	Indicates idle record (DD-1342 bl 1, 3 of 4)
4. 4.4.4.4.3.4.4.4.4	CHANGE
	Indicates change record (DD-1342 bl 1, 4 of 4)

5. 4.4.4.4.3.4.4.4.4 JULIAN_DATE
Indicates julian date
(DD-1342 b1 2)
6. 4.4.4.4.3.4.4.4.4 ID/GOV_TAG_NO
Indicates ID/Government
Tag Number
(DD-1342 b1 3)
7. 4.4.4.4.3.4.4.4.4 COMMODITY_CODE
(DD-1342 b1 4)
8. 4.4.4.4.3.4.4.4.4 STOCK_NUMBER
(DD-1342 b1 5)
9. 4.4.4.4.3.4.4.4.4 ACQUISITION_COST
(DD-1342 b1 6)
10. 4.4.4.4.3.4.4.4.4 TYPE_CODE
(DD-1342 b1 7)
11. 4.4.4.4.3.4.4.4.4 YR_OF_MFG
Indicates year manufacutured
(DD-1342 b1 8)
12. 4.4.4.4.3.4.4.4.4 POWER_CODE
(DD-1342 b1 9)
13. 4.4.4.4.3.4.4.4.4 STATUS_CODE
(DD-1342 b1 10)
14. 4.4.4.4.3.4.4.4.4 SVC_CODE
(DD-1342 b1 11)
15. 4.4.4.4.3.4.4.4.4 COMMAND_CODE
(DD-1342 b1 12)
16. 4.4.4.4.3.4.4.4.4 ADMIN_OFFICE_CODE
(DD-1342 b1 13)
17. 4.4.4.4.3.4.4.4.4 NAME_OF_MANUFACTURER
(DD-1342 b1 14)
18. 4.4.4.4.3.4.4.4.4 MFRS_CODE
(DD-1342 b1 15)
19. 4.4.4.4.3.4.4.4.4 MANUFACTURERS_MODEL_NO
(DD-1342 b1 16)

20. 4.4.4.4.3.4.4.4.4 MANUFACTURERS_SERIAL_NO
(DD-1342 b1 17)
21. 4.4.4.4.3.4.4.4.4 LENGTH
(DD-1342 b1 18)
22. 4.4.4.4.3.4.4.4.4 WIDTH
(DD-1342 b1 19)
23. 4.4.4.4.3.4.4.4.4 HEIGHT
(DD-1342 b1 20)
24. 4.4.4.4.3.4.4.4.4 WIDTH
(DD-1342 b1 21)
25. 4.4.4.4.3.4.4.4.4 CER_NON_AVAIL
Indicates Certificate of
Nonavailability number
(DD-1342 b1 22)
26. 4.4.4.4.3.4.4.4.4 ASCD_NO
(DD-1342 b1 23)
27. 4.4.4.4.3.4.4.4.4 ARD
(DD-1342 b1 24)
28. 4.4.4.4.3.4.4.4.4 CONTRACT_NUMBER
(DD-1342 b1 25)
29. 4.4.4.4.3.4.4.4.4 NOMEN
Indicates nomenclature
(DD-1342 b1 26, 1 of 2)
30. 4.4.4.4.3.4.4.4.4 DESCRIPTION_AND_CAPACITY
(DD-1342 b1 26, 2 of 2)
31. 4.4.4.4.3.4.4.4.4 QUANTITY(1...n)
(DD-1342 b1 27, 1 of 9)
32. 4.4.4.4.3.4.4.4.4 HORSEPOWER(1...n)
(DD-1342 b1 27, 2 of 9)
33. 4.4.4.4.3.4.4.4.4 VOLTS(1...n)
(DD-1342 b1 27, 3 of 9)
34. 4.4.4.4.3.4.4.4.4 PHASE(1...n)
(DD-1342 b1 27, 4 of 9)
35. 4.4.4.4.3.4.4.4.4 CYCLE(1...n)
(DD-1342 b1 27, 5 of 9)

36. 4.4.4.4.3.4.4.4.4 AC (1...n)
(DD-1342 b1 27, 6 of 9)
37. 4.4.4.4.3.4.4.4.4 DC (1...n)
(DD-1342 b1 27, 7 of 9)
38. 4.4.4.4.3.4.4.4.4 SPEED (1...n)
(DD-1342 b1 27, 8 of 9)
39. 4.4.4.4.3.4.4.4.4 TYPE_AND_FRAME_NUMBER (1...n)
(DD-1342 b1 27, 9 of 9)
40. 4.4.4.4.3.4.4.4.4 PRESENT_LOCATION
Indicates command where
equipment is located
(DD-1342 b1 28, 1 of 2)
41. 3.4.4.4.3.4.4.4.4 BUILDING_ROOM
Indicates number of building
and room of equipment
(DD-1342 b1 28, 2 of 2)
42. 3.4.4.4.3.4.4.4.4 DIPEC_CONTROL_NO
(DD-1342 b1 28a)
43. 4.4.4.4.3.4.4.4.4 POSSESSOR_CODE
(DD-1342 b1 29)
44. 3.3.3.3.3.3.3.3.3 QUESTION_30
Can item be stored and maintained
on site for at least 12 months?
(DD-1342 b1 30)
45. 3.3.3.3.3.3.3.3.3 QUESTION_31
Has item been
rebuilt/overhauled?
(DD-1342 b1 31, 1 of 2)
46. 3.3.3.3.3.3.3.3.3 QUESTION_31A
Date rebuilt/overhauled?
(DD-1342 b1 31, 2 of 2)
47. 3.3.3.3.3.3.3.3.3 QUESTION_32
Has item been modified from
original configuration?
(DD-1342 b1 32)

48. 3.3.3.3.3.3.3.3 QUESTION_33
Was item inspected under
power?
(DD-1342 b1 33)
49. 3.3.3.3.3.3.3.3 QUESTION_34
Are maintenance costs normal?
(DD-1342 b1 34)
50. 3.3.3.3.3.3.3.3 QUESTION_35
Are safety devices adequate and
satisfactory?
(DD-1342 b1 35)
51. 3.3.3.3.3.3.3.3 QUESTION_36
Are installation instructions
available for transfer?
(DD-1342 b1 36)
52. 3.3.3.3.3.3.3.3 QUESTION_37
Are operating instructions
available for transfer?
(DD-1342 b1 37)
53. 3.3.3.3.3.3.3.3 QUESTION_38
Was item last used on a finishing
operation?
(DD-1342 b1 38)
54. 3.3.3.3.3.3.3.3 QUESTION_39
Will adjustments or calibration
correct deficiencies?
(DD-1342 b1 39)
55. 3.3.3.3.3.3.3.3 QUESTION_40
Is item severable without damage
to components?
(DD-1342 b1 40, 1 of 2)

56. 3.3.3.3.3.3.3.3.3.3 QUESTION_40A

If not severable without damage
to components, what would
the replacement cost of the
components be?

(DD-1342 b1 40, 2 of 2)

57. 3.3.3.3.3.3.3.3.3.3 QUESTION_41

Is item in operable condition?

(DD-1342 b1 41)

58. 3.3.3.3.3.3.3.3.3.3 QUESTION_42

Must item be repaired/rebuilt/
overhauled to perform all
functions?

(DD-1342 b1 42, 1 of 2)

59. 3.3.3.3.3.3.3.3.3.3 QUESTION_42a

If repair/rebuilding/overhauling
is necessary, what is the
cost?

(DD-1342 b1 42, 2 of 2)

60. 3.3.3.3.3.3.3.3.3.3 QUESTION_43

Do OC records indicate
satisfactory performance?

(DD-1342 b1 43)

61. 3.3.3.3.3.3.3.3.3.3 QUESTION_44

Are manually operated mechanisms
in working order?

(DD-1342 b1 44)

62. 3.3.3.3.3.3.3.3.3.3 QUESTION_45

Are scales, dials, and guages
working and readable?

(DD-1342 b1 45)

63. 3.3.3.3.3.3.3.3.3.3 QUESTION_46

Are hydraulic pumps, valves, and
fittings operating properly?

(DD-1342 b1 46)

64. 3.3.3.3.3.3.3.3.3.3 QUESTION_47

Are electronic systems and
controls operating properly?

(DD-1342 b1 47)

65. 3.3.3.3.3.3.3.3.3.3 QUESTION_48

How many hours was item used
by current possessor?

(DD-1342 b1 48)

66. 3.3.3.3.3.3.3.3.3.3 QUESTION_50

Estimated cost for packing,
handling?

(DD-1342 b1 50)

67. 3.3.3.3.3.3.3.3.3.3 QUESTION_51

When will item be ready for
redistribution

(DD-1342 b1 51)

68. 3.3.3.3.3.3.3.3.3.3 CONDITION_CODE

(DD-1342 b1 52)

69. 3.3.3.3.3.3.3.3.3.3 OPERATING_TEST_CODE

(DD-1342 b1 53)

70. 3.3.3.3.3.3.3.3.3.3 REMARKS

Explanation to no answers for
questions 32,33,34,35,43,44,
45,46,47. Also, description
of how item was last used.

(DD-1342 b1 54, 1 of 4)

71. 4.4.4.4.3.4.4.4.4.4 STUB

Corresponds to DATE, SERIAL
fields of the Requisition
File. The date and serial
number of the requisition
material was ordered under.

(DD-1342 b1 54, 2 of 4)

72. 4.4.4.4.3.4.4.4.4 DATE

Indicates date material received.

(DD-1342 b1 54, 3 of 4)

73. 4.4.4.4.3.4.4.4.4 CONS

Indicates from where material
received was ordered.

(DD-1342 b1 54, 4 of 4)

74. 3.3.3.3.3.3.3.3.3 CONSIGNEE

Indicates name and address of
consignee including ZIP
code.

(DD-1342 b1 55)

75. 3.3.3.3.3.3.3.3.3 TRANSFER_DOCUMENT_NUMBER

Indicates transfer document
number of equipment
transferred. Information
from DD-1348-1 cc 31-43.

76. 3.3.3.3.3.3.3.3.3 TYPE_OF_DISPOSITION

Indicates either donation,
destruction, sale,
or abandonment

(DD-1342 b1 56)

77. 3.3.3.3.3.3.3.3.3 DATE_PROCEEDS

Indicates date of disposition
and proceeds if sold

(DD-1342 b1 56a)

78. 3.3.3.3.3.3.3.3.3 VALIDATION

Indicates names of validating
person

(DD-1342 b1 57)

79. 3.0.0.0.0.0.0.0.0 NSN

Indicates National Stock Number

80. 3.0.0.0.0.0.0.0.0 CALIBRATION_DUE_DATE

Julian date calibration due

81. 3.C.0.0.0.0.0.0.0 LAST_CALIBRATION_DATE

Julian date of last calibration

82. 3.C.0.0.0.0.0.0.0 WORK_CENTER

Indicates work center responsible
for calibration

C. ACCESS CODE DESCRIPTION

1. Access Code (Column 1)

a) USER DEPARTMENT (Requisition Clerk)

- 0 not used
- 3 read/write
- 4 read/write until VALIDATION field entered in Requisition Record, then read only.

2. Access Code (Column 2)

a) USER DEPARTMENT (OPTAR Custodian)

- 0 not used
- 3 read/write
- 4 read/write until VALIDATION field entered in Requisition Record, then read only.

3. Access Code (Column 3)

a) RESEARCH ADMINISTRATION OFFICE (RAO)

- 0 data not used
- 1 read
- 2 write
- 3 read/write
- 4 read/write until VALIDATION field entered in Requisition Record, then read only.

4. Access Code (Column 4)

a) COMPTROLLER DEPARTMENT (Budgeting and Accounting)

- 0 not used
- 1 read
- 2 write
- 3 read/write
- 4 read/write until VALIDATION field entered in Requisition Record, then read only.

5. Access Code (Column 5)

a) CCMPTRROLLER DEPARTMENT (Plant Account Clerk)

- 0 not used
- 1 read
- 2 write
- 3 read/write
- 4 read/write until VALIDATION field entered in Requisition Record, then read only.

6. Access Code (Column 6)

a) SUPPLY DEPARTMENT (Issue Control Division)

- 0 not used
- 1 read
- 2 write
- 3 read/write
- 4 read/write until VALIDATION field entered in Requisition Record, then read only.

7. Access Code (Column 7)

a) SUPPLY DEPARTMENT (Purchase Branch)

- 0 not used
- 1 read
- 2 write
- 3 read/write
- 4 read/write until VALIDATION field entered in Requisition Record, then read only.

8. Access Code (Column 8)

a) SUPPLY DEPARTMENT (Receiving Division)

- 0 not used
- 1 read
- 2 write
- 3 read/write
- 4 read/write until VALIDATION field entered in Requisition Record, then read only.

9. Access Code (Column 9)

a) SUPPLY DEPARTMENT (Receipt Control Division)

- 0 not used
- 1 read
- 2 write
- 3 read/write
- 4 read/write until VALIDATION field entered in Requisition Record, then read only.

APPENDIX I
REQUIREMENTS (PROTOTYPE) - USER DEPARTMENT

A. REQUISITION CLERK

1. Ability to access Requisition File (Prototype), User File (Prototype) and Property Records File (Prototype) based on ACCESS code.
2. Access to Requisition and Funds Files is limited to only those records identified to pertain to that individual indicated by USER field.
3. Ability to browse the Requisition File (Prototype) in DATE, SERIAL order including blanks.
4. Ability to obtain specialized Requisition File (Prototype) reports to include or exclude specified elements and records in a specified sequence.
5. Ability to select and access records of the Property Record File (Prototype) by keying on selected individual fields of the record. More than one record may be under a selected individual key field.
6. Ability to generate reports containing selected fields of records in the Property Record File (Prototype). The report should be in the sequence specified. For example, if a report were required to contain all equipment in a certain location belonging to a particular department, containing the serial number of the equipment and ID/Government Tag Number, and be in ID/Government Tag Number sequence the input parameters could be similiar to the following:

a) Print Fields:

ID/GOV_TAG_NO
MANUFACTURERS_SERIAL_NO
BUILDING_ROOM

b) Select Records limit:

BUILDING_ROOM = 409 232

POSSESSOR_CODE = 62271 (7685435)

c) Sequence:

Major Field = ID_GOV_TAG_NO

Minor Field = none

Minor Minor Field = none

7. Ability to generate reports of equipment in the Property Record File (Prototype) overdue for calibration. That is the calibration due date (CALIBRATION_DUE_DATE) minus the last calibration date (LAST_CALIBRATION_DATE) is negative. For example, if a report were required to contain all equipment overdue for calibration in Work Center 940, containing nomenclature, manufacture, model number, manufactures serial number, ID/Government tag number (NID), NSN (stock items), calibration due date, last calibration date, and location (DIPEC_CONTROL_NO) could be similiar to the following:

a) Print Fields:

NOMEN

NAME_OF_MANUFACTURER

MANUFACTURERS_MODEL_NUMBER

MANUFACTURERS_SERIAL_NO

ID/GOV_TAG_NO

NSN

CALIBRATION_DUE_DATE

LAST_CALIBRATION_DATE

BUILDING_ROOM

WORK_CENTER

b) Select Records limit:

WORK_CENTER = 940

CALIBRATION_DUE_DATE

minus

LAST_CALIBRATION_DATE < 0

c) Sequence:

Major Field = BUILDING_ROOM

Minor Field = none

Minor Minor Field = none

8. Ability to generate reports of equipment in the Property Record File (Prototype) due for calibration within a certain time frame. For example, if a report were required to contain all all equipment due for calibration between julian date 3130 and 3160 in Work Center 940, containing nomenclature, manufacture, model number, manufactures serial number, ID/Government tag number (NID), NSN (stock items), calibration due date, last calibration date, and location (DIPEC_CONTROL_NO) could be similiar to the following:

a) Print Fields:

NOMEN

NAME_OF_MANUFACTURER

MANUFACTURERS_MODEL_NUMBER

MANUFACTURERS_SERIAL_NO

ID/GOV_TAG_NO

NSN

CALIBRATION_DUE_DATE

LAST_CALIBRATION_DATE

BUILDING_ROOM

WORK_CENTER

b) Select Reccrds limit:

WORK_CENTER = 940

3130<CALIBRATION_DUE_DATE<3160

c) Sequence:

Major Field = BUILDING_ROOM

Minor Field = none

Minor Minor Field = none

APPENDIX J
REQUIREMENTS (PROTOTYPE) - COMPTROLLER DEPARTMENT

A. PLANT ACCOUNT CLERK

1. Access to Requisition File (Prototype) is based on ACCESS code.
2. Ability to browse and extract reports of Requisition Records which have a Plant Account Suspense File Code (PASF(1...n)) entered. Reports are to contain selected fields to be determined by the Plant Account Clerk and be in Julian Date (DATE of Requisition Record) within Serial Number (SERIAL of Requisition Record) sequence.
3. Access to Property Record File (Prototype) based on ACCESS code.
4. Ability to input records to the Property Record File (Prototype) by entering fields in a displayed mask resembling a DD-1342 Property Record Form.
5. Ability to obtain a two lists of DATE, SERIAL fields of records of the Requisition File which have:
 - a) PASF(1...n) entered in the record of the Requisition File (Prototype) and a corresponding STUB number in the Property Record File (Prototype).
 - b) PASF(1...n) entered in the record of the Requisition File (Prototype) and no corresponding STUB number in the Property Record File (Prototype).
6. Ability to obtain a hard copy of a DOD Property Record (DD-1342) from information contained in the Property Record File (Prototype).

7. When VALIDATION field of a record in the Property Record File (Prototype) is entered Automatically clear the PASF(1...n) field of the records of the Requisition File (Prototype) which DATE and SERIAL fields of the record of the Requisition File (Prototype) correspond to STUB of the record of the Property Record File (Prototype) which a VALIDATION code was entered.
8. Ability to access Property Record File (Prototype) records by the VAL_DATE field.
9. Ability to reference Property Record File (Prototype) records in ID/GOV_TAG_NO within PROCESSOR_CODE sequence.
10. Ability to reference Property Record File (Prototype) records by ID/GOV_TAG_NO field. This is the NID Number.
11. Ability to reference Property Record File (Prototype) records by NOMEN field.
12. Ability to select and access records of the Property Record File (Prototype) by keying on selected individual fields of the record. More than one record may be under a selected individual key field.
13. Ability to generate reports containing selected fields of records in the Property Record File (Prototype). The report should be in the sequence specified. For example, to print a report for a complete Plant Account Inventory to distribute to all User Departments in ID/Government Tag Number within Processor Code within DIPEC Control Number sequence the input parameters could be similar to the following:
 - a) Print Fields:
 - ID/GOV_TAG_NO
 - NAME_OF_MANUFACTURER
 - MANUFACTURERS_MODEL_NO

MANUFACTURERS_SERIAL_NO

BUILDING_ROOM

POSSESSOR_CODE

b) Select Records Limit:

select all records

c) Sequence:

Major Field = POSSESSOR_CODE

Minor Field = BUILDING_ROOM

Minor Minor Field = ID/GOV_TAG_NO

APPENDIX K
REQUIREMENTS (PROTOTYPE) - SUPPLY DEPARTMENT

A. RECEIVING DIVISION

1. The ability to access records in the Requisition File (Prototype) and User File (Prototype) based on Access code.
2. Ability to access Requisition File (Prototype) records by document number DATE (major field), SERIAL (minor field),
3. Ability to access Requisition File (Prototype) records by SS(1...n), given total or partial information contained in that field. Note: There may be more than one record with the same SS(1...n) supply or service. Also, the field SS(1...n) may contain more data than the access request. (i.e. The request could be to locate "Model 5061A", whereas, the field SS(1...n) could actually contain "Model 5061A Cesium frequency standard".)

B. RECEIPT CONTROL DIVISION

1. The ability to access records in the Requisition File (Prototype) and User File (Prototype). based on ACCESS code.
2. Ability to access Requisition File (Prototype) records by document number DATE (major field), SERIAL (minor field),
3. Ability to access Requisition File (Prototype) records by SS(1...n), given total or partial information contained in that field. Note: There may be more than one record with the same SS(1...n) supply or service. Also, the field SS(1...n) may contain more data than the access request. (i.e. The request could be to locate "Model 5061A", whereas, the field SS(1...n) could actually contain "Model 5061A Cesium frequency standard".)

APPENDIX L
REQUISITION FILE (PROTOTYPE)

A. GENERAL

A file is made up of records. A record is made up of elements. The record description presented below consists of an access code, data element and definition of that data element. Reference to forms is included if appropriate. Each column of the access code represents the access that a particular user has to the indicated data element.

An ACCESS code description is presented at the end of this appendix.

B. REPORT DESCRIPTION

ACCESS CODE

ELEMENT

1. 4.0.0.0.1.0.0.1.1 FSC
Stock Number FSC
(DD-1348 cc 8-11)
2. 1.0.0.0.3.0.0.1.1 NIIN
Stock Number NIIN
(DD-1348 cc 12-20)
3. 1.0.0.0.3.0.0.1.1 REQ
Document Number Requisitioner
(DD-1348 cc 31-35)
(DD-1155 b1 4, 2 of 4)
(DD-1155 b1 6, 2 of 2)
4. 1.0.0.0.3.0.0.1.1 DATE
Document Number Date
(DD-1348 cc 36-39)
(DD-1155 b1 4, 3 of 4)

5. 1.0.0.0.1.0.0.1.1 SERIAL

Document Number Serial
(DD-1348 cc 40-43)
(DD-1155 bl 4, 4 of 4)

6. 1.0.0.0.1.0.0.1.1 IN (1...n)

Item number
(SF 36), (DD-1155 bl 18)
("n" is variable depending
on number of items per
requisition)

7. 1.0.0.0.1.0.0.1.1 SS (1...n)

Supplies/Services
(SF 36), (DD-1155 bl 19)
("n" is variable depending
on number of items per
requisition)

8. 1.0.0.0.1.0.0.1.1 QTY (1...n)

Quantity of supply/service
(DD-1348 CC 25-29)
(SF 36), (DD-1155 bl 20)
("n" is variable depending
on number of items per
requisition)

9. 1.0.0.0.1.0.0.1.1 UI (1...n)

Unit of issue
(DD-1348 CC 23-24)
(SF 36), (DD-1155 bl 21)
("n" is variable depending
on number of items per
requisition)

10. 1.0.0.0.1.0.0.3.3 QTY_REC_PAR (1...n)

Indicates partial quantity
received

11. 1.C.C.0.1.0.0.3.3 REC_BY_PAR(1...n)
Indicates who received the
partial quantity
12. 1.0.0.0.1.0.0.3.3 REC_DATE_PAR(1...n)
Indicates receipt date of partial
quantity
13. 1.C.C.0.3.0.0.1.1 CONORD_NO
Contract/Purchase Order Number
(DD-1155 b1 1)
14. 1.0.0.0.3.0.0.1.1 DELORD_NO
Delivery Order Number
(DD-1155 b1 2)
15. 1.0.0.0.3.0.0.1.1 CONTRACTOR_QUOTER
Indicates name and address
(DD-1155 b1 9, 1 of 3)
16. 1.C.C.0.1.0.0.3.3 REC(1...n)
Receipt Date
(Indicates date material
received)
17. 1.C.C.0.1.0.0.3.3 RECBY(1...n)
Received by
(Indicates who received
the material)
18. 1.C.C.0.3.0.0.0.0 PASF(1...n)
Plan Account Suspense File Code

C. ACCESS CODE

1. Access Code (column 1)
 - a) User Department (Requisition Clerk)
 - 0 Data not accessed
 - 1 read
 - 2 write
 - 3 read/write
2. Access Code (column 4)
 - a) COMPTROLLER DEPARTMENT (Plant Account Clerk)
 - 0 not used
 - 1 read
 - 2 write
 - 3 read/write
3. Access code (column 8)
 - a) SUPPLY DEPARTMENT (Receiving Division)
 - 0 not used
 - 1 read
 - 3 read/write
4. Access code (column 9)
 - a) SUPPLY DEPARTMENT (Receiving Control Division)
 - 0 not used
 - 1 read
 - 3 read/write

APPENDIX M
PROPERTY RECORD FILE (PROTOTYPE)

A. GENERAL

A file is made up of records. A record is made up of elements. The record description presented below consists of an access code, data element and definition of that data element. Reference to forms is included if appropriate. Each column of the access code represents the access that a particular user has to the indicated data element.

An ACCESS code description is presented at the end of this appendix. a particular ulement of a record

B. RECORD DESCRIPTION

<u>ACCESS CODE</u>	<u>ELEMENT</u>
1. 1.C.C.0.3.0.0.0.0 ACTIVE	Indicates active record (DD-1342 bl 1, 1 of 4)
2. 1.0.0.0.3.0.0.0.0 INITIAL	Indicates initial record (DD-1342 bl 1, 2 of 4)
3. 1.0.0.0.3.0.0.0.0 IDLE	Indicates idle record (DD-1342 bl 1, 3 of 4)
4. 1.0.0.0.3.0.0.0.0 CHANGE	Indicates change record (DD-1342 bl 1, 4 of 4)
5. 1.0.0.0.3.0.0.0.0 JULIAN_DATE	Indicates julian date (DD-1342 bl 2)

6. 1.0.0.0.3.0.0.0.0 ID/GOV_TAG_NO
Indicates ID/Government
Tag Number
(DD-1342 b1 3)
7. 1.0.0.0.3.0.0.0.0 COMMODITY_CODE
(DD-1342 b1 4)
8. 1.0.0.0.3.0.0.0.0 STOCK_NUMBER
(DD-1342 b1 5)
9. 1.0.0.0.3.0.0.0.0 ACQUISITION_COST
(DD-1342 b1 6)
10. 1.0.0.0.3.0.0.0.0 TYPE_CODE
(DD-1342 b1 7)
11. 1.0.0.0.3.0.0.0.0 YR_OF_MFG
Indicates year manufactured
(DD-1342 b1 8)
12. 1.0.0.0.3.0.0.0.0 POWER_CODE
(DD-1342 b1 9)
13. 1.0.0.0.3.0.0.0.0 STATUS_CODE
(DD-1342 b1 10)
14. 1.0.0.0.3.0.0.0.0 SVC_CODE
(DD-1342 b1 11)
15. 1.0.0.0.3.0.0.0.0 COMMAND_CODE
(DD-1342 b1 12)
16. 1.0.0.0.3.0.0.0.0 ADMIN_OFFICE_CODE
(DD-1342 b1 13)
17. 1.0.0.0.3.0.0.0.0 NAME_OF_MANUFACTURER
(DD-1342 b1 14)
18. 1.0.0.0.3.0.0.1.1 MFRS_CODE
(DD-1342 b1 15)
19. 1.0.0.0.3.0.0.0.0 MANUFACTURERS_MODEL_NO
(DD-1342 b1 16)
20. 1.0.0.0.3.0.0.0.0 MANUFACTURERS_SERIAL_NO
(DD-1342 b1 17)
21. 1.0.0.0.3.0.0.0.0 LENGTH
(DD-1342 b1 18)

22. 1.0.0.0.3.0.0.0.0 WIDTH
(DD-1342 b1 19)
23. 1.0.0.0.3.0.0.0.0 HEIGHT
(DD-1342 b1 20)
24. 1.0.0.0.3.0.0.0.0 WIDTH
(DD-1342 b1 21)
25. 1.0.0.0.3.0.0.0.0 CER_NON_AVAIL
Indicates Certificate of
Nonavailability number
(DD-1342 b1 22)
26. 1.0.0.0.3.0.0.0.0 ASOD_NO
(DD-1342 b1 23)
27. 1.0.0.0.3.0.0.0.0 ARD
(DD-1342 b1 24)
28. 1.0.0.0.3.0.0.0.0 CONTRACT_NUMBER
(DD-1342 b1 25)
29. 1.0.0.0.3.0.0.0.0 NOMEN
Indicates nomenclature
(DD-1342 b1 26, 1 of 2)
30. 1.0.0.0.3.0.0.0.0 DESCRIPTION_AND_CAPACITY
(DD-1342 b1 26, 2 of 2)
31. 1.0.0.0.3.0.0.0.0 QUANTITY(1...n)
(DD-1342 b1 27, 1 of 9)
32. 1.0.0.0.3.0.0.0.0 HORSEPOWER(1...n)
(DD-1342 b1 27, 2 of 9)
33. 1.0.0.0.3.0.0.0.0 VOLTS(1...n)
(DD-1342 b1 27, 3 of 9)
34. 1.0.0.0.3.0.0.0.0 PHASE(1...n)
(DD-1342 b1 27, 4 of 9)
35. 1.0.0.0.3.0.0.0.0 CYCLE(1...n)
(DD-1342 b1 27, 5 of 9)
36. 1.0.0.0.3.0.0.0.0 AC(1...n)
(DD-1342 b1 27, 6 of 9)
37. 1.0.0.0.3.0.0.0.0 DC(1...n)
(DD-1342 b1 27, 7 of 9)

38. 1.0.0.0.3.0.0.0.0 SPEED(1...n)
(DD-1342 b1 27, 8 of 9)
39. 1.0.0.0.3.0.0.0.0 TYPE_AND_FRAME_NUMBER(1...n)
(DD-1342 b1 27, 9 of 9)
40. 3.0.0.0.3.0.0.0.0 PRESENT_LOCATION
Indicates command where
equipment is located
(DD-1342 b1 28, 1 of 2)
41. 3.0.0.0.3.0.0.0.0 BUILDING_ROOM
Indicates number of building
and room of equipment
(DD-1342 b1 28, 2 of 2)
42. 3.0.0.0.3.0.0.0.0 DIPEC_CONTROL_NO
(DD-1342 b1 28a)
43. 1.0.0.0.3.0.0.0.0 POSSESSOR_CODE
(DD-1342 b1 29)
44. 3.0.0.0.3.0.0.0.0 QUESTION_30
Can item be stored and maintained
on site for at least 12 months?
(DD-1342 b1 30)
45. 3.0.0.0.3.0.0.0.0 QUESTION_31
Has item been
rebuilt/overhauled?
(DD-1342 b1 31, 1 of 2)
46. 3.0.0.0.3.0.0.0.0 QUESTION_31A
Date rebuilt/overhauled?
(DD-1342 b1 31, 2 of 2)
47. 3.0.0.0.3.0.0.0.0 QUESTION_32
Has item been modified from
original configuration?
(DD-1342 b1 32)
48. 3.0.0.0.3.0.0.0.0 QUESTION_33
Was item inspected under
power?
(DD-1342 b1 33)

49. 3.0.0.0.3.0.0.0.0 QUESTION_34
Are maintenance costs normal?
(DD-1342 b1 34)
50. 3.0.0.0.3.0.0.0.0 QUESTION_35
Are safety devices adequate and
satisfactory?
(DD-1342 b1 35)
51. 3.0.0.0.3.0.0.0.0 QUESTION_36
Are installation instructions
available for transfer?
(DD-1342 b1 36)
52. 3.0.0.0.3.0.0.0.0 QUESTION_37
Are operating instructions
available for transfer?
(DD-1342 b1 37)
53. 3.0.0.0.3.0.0.0.0 QUESTION_38
Was item last used on a finishing
operation?
(DD-1342 b1 38)
54. 3.0.0.0.3.0.0.0.0 QUESTION_39
Will adjustments or calibration
correct deficiencies?
(DD-1342 b1 39)
55. 3.0.0.0.3.0.0.0.0 QUESTION_40
Is item serviceable without
damage to components?
(DD-1342 b1 40, 1 of 2)
56. 3.0.0.0.3.0.0.0.0 QUESTION_40A
If not serviceable without damage
to components, what would
the replacement cost of the
components be?
(DD-1342 b1 40, 2 of 2)

57. 3.0.0.0.3.0.0.0.0 QUESTION_41

Is item in operable condition?

(DD-1342 bl 41)

58. 3.0.0.0.3.0.0.0.0 QUESTION_42

Must item be repaired/rebuilt/
overhauled to perform all
functions?

(DD-1342 bl 42, 1 of 2)

59. 3.0.0.0.3.0.0.0.0 QUESTION_42a

If repair/rebuilding/overhauling
is necessary, what is the
cost?

(DD-1342 bl 42, 2 of 2)

60. 3.0.0.0.3.0.0.0.0 QUESTION_43

Do OC records indicate
satisfactory performance?

(DD-1342 bl 43)

61. 3.0.0.0.3.0.0.0.0 QUESTION_44

Are manually operated mechanisms
in working order?

(DD-1342 bl 44)

62. 3.0.0.0.3.0.0.0.0 QUESTION_45

Are scales, dials, and guages
working and readable?

(DD-1342 bl 45)

63. 3.0.0.0.3.0.0.0.0 QUESTION_46

Are hydraulic pumps, valves, and
fittings operating properly?

(DD-1342 bl 46)

64. 3.0.0.0.3.0.0.0.0 QUESTION_47

Are electronic systems and
controls operating properly?

(DD-1342 bl 47)

65. 3.0.0.0.3.0.0.0.0 QUESTION_48

How many hours was item used
by current possessor?

(DD-1342 b1 48)

66. 3.0.0.0.3.0.0.0.0 QUESTION_50

Estimated cost for packing,
handling?

(DD-1342 b1 50)

67. 3.0.0.0.3.0.0.0.0 QUESTION_51

When will item be ready for
redistribution

(DD-1342 b1 51)

68. 3.0.0.0.3.0.0.0.0 CONDITION_CODE

(DD-1342 b1 52)

69. 3.0.0.0.3.0.0.0.0 OPERATING_TEST_CODE

(DD-1342 b1 53)

70. 3.0.0.0.3.0.0.0.0 REMARKS

Explanation to no answers for
questions 32,33,34,35,43,44,
45,46,47. Also, description
of how item was last used.

(DD-1342 b1 54, 1 of 4)

71. 1.0.0.0.3.0.0.0.0 STUB

Corresponds to DATE, SERIAL
fields of the Requisition
File. The date and serial
number of the requisition
material was ordered under.

(DD-1342 b1 54, 2 of 4)

72. 1.0.0.0.3.0.0.0.0 DATE

Indicates date material received.

(DD-1342 b1 54, 3 of 4)

73. 1.0.0.0.3.0.0.0.0 CONS
Indicates from where material
received was ordered.
(DD-1342 b1 54, 4 of 4)
74. 1.0.0.0.3.0.0.0.0 CONSIGNEE
Indicates name and address of
consignee including ZIP
code.
(DD-1342 b1 55)
75. 1.0.0.0.3.0.0.0.0 TRANSFER_DOCUMENT_NUMBER
Indicates transfer document
number of equipment
transferred. Information
from DD-1348-1 cc 31-43.
76. 1.0.0.0.3.0.0.0.0 TYPE_OF_DISPOSITION
Indicates either donation,
destruction, sale,
or abandonment
(DD-1342 b1 56)
77. 1.0.0.0.3.0.0.0.0 DATE_PROCEEDS
Indicates date of disposition
and proceeds if sold
(DD-1342 b1 56a)
78. 1.0.0.0.3.0.0.0.0 VALIDATION
Indicates names of validating
person
(DD-1342 b1 57)
79. 3.0.0.0.0.0.0.0.0 NSN
Indicates National Stock Number
80. 3.0.0.0.0.0.0.0.0 CALIBRATION_DUE_DATE
Julian date calibration due
81. 3.0.0.0.0.0.0.0.0 LAST_CALIBRATION_DATE
Julian date of last calibration

82. 3.0.0.0.0.0.0.0.0 WORK_CENTER

Indicates work center responsible
for calibration

C. ACCESS CODE DESCRIPTION

1. Access Code (Column 1)
 - a) USER DEPARTMENT (Requisition Clerk)
 - 0 not used
 - 3 read/write
 - 4 read/write until VALIDATION field entered in Requisition Record, then read only.
2. Access Code (Column 2)
 - a) USER DEPARTMENT (OPTAR Custodian)
 - 0 not used
 - 3 read/write
 - 4 read/write until VALIDATION field entered in Requisition Record, then read only.
3. Access Code (Column 3)
 - a) RESEARCH ADMINISTRATION OFFICE (RAO)
 - 0 data not used
 - 1 read
 - 2 write
 - 3 read/write
 - 4 read/write until VALIDATION field entered in Requisition Record, then read only.
4. Access Code (Column 4)
 - a) COMPTROLLER DEPARTMENT (Budgeting and Accounting)
 - 0 not used
 - 1 read
 - 2 write
 - 3 read/write
 - 4 read/write until VALIDATION field entered in Requisition Record, then read only.

5. Access Code (Column 5)

a) CCMPTROLLER DEPARTMENT (Plant Account Clerk)

- 0 not used
- 1 read
- 2 write
- 3 read/write
- 4 read/write until VALIDATION field entered in Requisition Record, then read only.

6. Access Code (Ccolumn 6)

a) SUPPLY DEPARTMENT (Issue Control Division)

- 0 not used
- 1 read
- 2 write
- 3 read/write
- 4 read/write until VALIDATION field entered in Requisition Record, then read only.

7. Access Code (Column 7)

a) SUPPLY DEPARTMENT (Purchase Branch)

- 0 not used
- 1 read
- 2 write
- 3 read/write
- 4 read/write until VALIDATION field entered in Requisition Record, then read only.

8. Access Code (Ccolumn 8)

a) SUPPLY DEPARTMENT (Receiving Division)

- 0 not used
- 1 read
- 2 write
- 3 read/write
- 4 read/write until VALIDATION field entered in Requisition Record, then read only.

9. Access Code (Column 9)

a) SUPPLY DEPARTMENT (Receipt Control Division)

- 0 not used
- 1 read
- 2 write
- 3 read/write
- 4 read/write until VALIDATION field entered in Requisition Record, then read only.

APPENDIX N
REQUISITION FILE (DD-1348 FIELDS)

A. GENERAL

This is not a separate file but a reference which lists the fields of the Requisition File which contain DD-1348 Requisition Document Data. A file is made up of records. A record is made up of elements. The record description presented below consists of an access code, data element and definition of that data element. Included is a reference to particular forms if used. Each column of the access code represents the access that a particular user has to the indicated data element.

An ACCESS code description is presented at the end of this appendix.

B. RECORD DESCRIPTION

<u>ACCESS CODE</u>	<u>ELEMENT</u>
1. 4.4.1.1.1.3.3.1.1 SEND_TO	Company or Supply Activity (DD-1348 b1-A)
2. 4.4.1.1.1.3.3.1.1 REQUISITION_IS_FROM	Originator (DD-1348 b1-B) (used to identify "user" until serial assigned by OPTAR Custodian)

3. 4.4.1.1.1.3.3.1.1 NOMEN1
Nomenclature
(DD-1348 bl-C)
(name of item ordered through
Navy Supply System on DD-1348)
4. 0.0.0.0.0.3.3.1.1 DOC_IDENT
Editing Data
(DD-1348 bl-D)
5. 0.0.0.0.0.3.3.1.1 RI_TO
Editing Data
(DD-1348 bl-E)
6. 0.0.0.0.0.3.3.1.1 SUF
Editing data
(DD-1348 bl-F)
7. 0.0.1.0.1.3.3.1.1 DOC_IDENT
Send requisition to
(DD-1348 cc 1-3)
8. 0.0.1.0.1.3.3.1.1 ROUT_ID
Routing Identifier
(DD-1348 cc 4-5)
9. 0.0.1.0.1.3.3.1.1 M_&_S
Media and Status Code
(DD-1348 cc 7)
10. 4.4.1.1.1.3.3.1.1 FSC
Stock Number FSC
(DD-1348 cc 8-11)
11. 4.4.1.1.1.3.3.1.1 NIIN
Stock Number NIIN
(DD-1348 cc 12-20)
12. 4.4.1.1.1.3.3.1.1 ADDT
Stock Number additional data
(DD-1348 cc 21-22)
13. 4.4.C.1.1.3.3.1.1 SERV1
Service Code Requisitioner
(DD-1348 cc 30)

14. 1.4.1.1.1.3.3.1.1 REQ
Document Number Requisitioner
(DD-1348 cc 31-35)
15. 1.4.1.1.1.1.1.1.1 DATE
Document Number Date
(DD-1348 cc 36-39)
16. 1.4.1.1.1.1.1.1.1 SERIAL
Document Number Serial
(DD-1348 cc 40-43)
17. 4.4.1.1.1.3.3.1.1 DEMEND
Demand Code
(DD-1348 cc 44)
18. 4.4.1.1.1.3.3.1.1 SERV2
Service Code
Supplementary Address
(DD-1348 cc 45)
19. 4.4.1.1.1.3.3.1.1 SUP
Supplementary Address
(DD-1348 cc 46-50)
(also called Job Order Number)
20. 4.4.0.1.1.3.3.1.1 SIG
Signal Code
(DD-1348 cc 51)
21. 4.4.1.1.1.1.1.1.1 FUND
Fund Code
(DD-1348 cc 52-53)
22. 4.4.1.1.1.1.1.1.1 DIS
Distribution
(DD-1348 cc 54-56)
23. 4.4.1.1.1.1.1.1.1 PROJ
Project
(DD-1348 cc 57-59)
24. 4.4.1.1.1.1.1.1.1 PRI
Priority
(DD-1348 cc 60-61)

25. 4.1.1.1.1.1.1.1 DEL
Required Delivery Date
(DD-1348 cc 62-64)
26. 3.3.0.0.1.3.3.3.3 DOT
Status DOT Identification
(DD-1348 b1 G1-3)
27. 3.3.3.3.3.3.3.3 SF
Status_Data
(DD-1348 b1 H44)
28. 3.3.3.3.3.3.3.3 EST
Status_Data,
Estimated Available Date
(DD-1348 b1 I62-64)
29. 3.3.3.3.3.3.3.3 STAT
Status_Code
(DD-1348 b1 J65-66)
30. 4.4.0.0.0.3.3.1.1 ADV
Advice_Code
(DD-1348 cc 65-66)
31. 4.4.0.0.0.0.0.0.0 C67
(DD-1348 cc 67)
32. 4.4.0.0.0.0.0.0.0 C68
(DD-1348 cc 68)
33. 0.0.0.0.0.0.0.0.0 C69
(DD-1348 cc 69)
34. 0.0.0.0.0.0.0.0.0 C70
(DD-1348 cc 70)
35. 0.0.0.0.0.0.0.0.0 C71
(DD-1348 cc 71)
36. 0.0.0.0.0.0.0.0.0 C72
(DD-1348 cc 72)
37. 0.0.0.0.0.0.0.0.0 C73
(DD-1348 cc 73)
38. 0.0.0.0.0.0.0.0.0 C74
(DD-1348 cc 74)

39. 0.0.C.0.0.0.0.0.0 C75
 (DD-1348 cc 75)

40. 0.0.C.0.0.0.0.0.0 C76
 (DD-1348 cc 76)

41. 0.C.C.0.0.0.0.0.0 C77
 (DD-1348 cc 77)

42. 0.0.C.0.0.0.0.0.0 C78
 (DD-1348 cc 78)

43. 0.C.C.0.0.0.0.0.0 C79
 (DD-1348 cc 79)

44. 0.0.C.0.0.0.0.0.0 C80
 (DD-1348 cc 80)

45. 0.0.0.0.0.3.3.1.1 RI TO
 Route_to
 (DD-1348 bl K67-69)

46. 0.0.0.0.0.0.0.0 L
 (DD-1348 bl L)

47. 3.3.3.3.3.3.1.1 APP_SYM_SUB
 Appropriation Symbol and Subhead
 (DD-1348 bl M)

48. 0.0.C.0.0.0.0.0.0 N
 (DD-1348 bl N)

49. 0.0.0.0.0.0.3.0.0 TRANS_TYPE
 Transaction type
 (DD-1348 bl O, 1 of 2)

50. 0.0.C.0.0.0.0.3.0.0 OBJ_CLASS
 Object class
 (DD-1348 bl O, 2 of 2)

51. 3.3.3.3.3.3.1.1 BUREAU_CONT_NO
 Bureau Control Number
 (DD-1348 bl P, 1 of 2)

52. 3.3.3.3.3.3.1.1 SUB_ALLOT
 Sub-Allotment
 (DD-1348 bl P, 2 of 2)

53. 0.0.0.0.0.0.0.0.0 Q
(DD-1348 b1 Q)
54. 3.3.3.3.3.3.1.1 AUTHN_ACCTG_ACTY
Authorization Accounting Activity
(DD-1348 b1 R)
55. 0.0.0.0.0.0.0.0.0 S
(DD-1348 b1 S)
56. 0.0.0.0.0.0.0.0.0 T
(DD-1348 b1 T)
57. 1.1.1.1.1.1.1.1 TOT_PR
Total Price
(DD-1348 b1 U)
58. 0.0.0.0.0.0.0.0.0 V
(DD-1348 b1 V)
59. 4.4.1.1.1.5.5.1.1 QTY(1...n)
Quantity of supply/service
(DD-1348 CC 25-29)
("n" is variable depending
on number of items per
requisition. The DD-1348
uses only "n" value 1.)
60. 4.4.1.1.1.5.5.1.1 UI(1...n)
Unit of issue
(DD-1348 CC 23-24)
("n" is variable depending
on number of items per
requisition. The DD-1348
uses only "n" value 1.)

C. ACCESS CODE DESCRIPTION

1. Access Code (column 1)
 - a) User Department (Requisition Clerk)
 - 0 Data not accessed
 - 1 read
 - 2 write
 - 3 read/write
 - 4 read/write if PASS < 2
read if PASS > 1
2. Access Code (column 2)
 - a) USER DEPARTMENT (Optar Custodian)
 - 0 data not used
 - 1 Read
 - 2 Write 3 Read/Write
 - 4 Read/Write if PASS >2
Read if PASS not equal 2
3. Access code (column 3)
 - a) RESEARCH ADMINISTRATION OFFICE (RAO)
 - 0 data not used
 - 1 read
 - 2 write
 - read/write
4. Access Code (Column 4)
 - a) CCMPTRROLLER DEPARTMENT (Budgeting and Accounting)
 - 0 data not used
 - 1 read
 - 2 write
 - 3 read/write
5. Access Code (Column 5)
 - a) CCMPTRCLLER DEPARTMENT (Plant Account Clerk)
 - 0 not used
 - 1 read
 - 2 write
 - 3 read/write

6. Access Code (Column 6)
 - a) SUPPLY DEPARTMENT (Issue Control Division)
 - 0 data not used
 - 1 read
 - 2 write
 - 3 read/write
 - 5 read/write until Final Debit Code (FINDBT) field is filled
7. Access Code (Column 7)
 - a) SUPPLY DEPARTMENT (Purchase Branch)
 - 0 not used
 - 1 read
 - 2 write
 - 3 read/write
 - 5 read/write until Final Debit Code (FINDBT) entered in Requisition Record
8. Access code (column 8)
 - a) SUPPLY DEPARTMENT (Receiving Division)
 - 0 not used
 - 1 read
 - 3 read/write
9. Access code (column 9)
 - a) SUPPLY DEPARTMENT (Receiving Control Division)
 - 0 not used
 - 1 read
 - 3 read/write

APPENDIX O
REQUISITION FILE (SF-36 FIELDS)

A. GENERAL

This is not a separate file but a reference which lists the fields of the Requisition File which contain SF-36 Requisition Continuation Sheet data. A file is made up of records. A record is made up of elements. The record description presented below consists of an access code, data element and definition of that data element. Included is a reference to particular forms if used. Each column of the access code represents the access that a particular user has to the indicated data element.

An ACCESS code description is presented at the end of this appendix.

B. RECORD DESCRIPTION

<u>ACCESS CODE</u>	<u>ELEMENT</u>
--------------------	----------------

- | | |
|----------------------|----------------------------|
| 1. 4.4.1.1.1.3.3.1.1 | SEND_TO |
| | Company or Supply Activity |
| | (SF-36) |
| 2. 4.4.1.1.1.5.5.1.1 | SS (1...n) |
| | Supplies/Services |
| | (SF 36) ("n" is variable |
| | depending on number of |
| | items per requisition) |

3. 4.4.1.1.1.5.5.1.1 QTY(1...n)
Quantity of supply/service
(SF 36) ("n" is variable
depending on number of items
per requisition)
4. 4.4.1.1.1.5.5.1.1 UI(1...n)
Unit of issue
(SF 36) ("n" is variable
depending on number of
items per requisition)
5. 4.4.1.1.1.5.5.1.1 UP(1...n)
Unit Price
(SF 36) ("n" is variable
depending on number of
items per requisition)

C. ACCESS CODE DESCRIPTION

1. Access Code (ccolumn 1)
 - a) User Department (Requisition Clerk)
 - 0 Data not accessed
 - 1 read
 - 2 write
 - 3 read/write
 - 4 read/write if PASS < 2
read if PASS > 1
2. Access Code (column 2)
 - a) USER DEPARTMENT (Optar Custodian)
 - 0 data not used
 - 1 Read
 - 2 Write 3 Read/Write
 - 4 Read/Write if PASS >2
Read if PASS not equal 2
3. Access code (column 3)
 - a) RESEARCH ADMINISTRATION OFFICE (RAO)
 - 0 data not used
 - 1 read
 - 2 write
 - read/write
4. Access Code (Ccolumn 4)
 - a) CCMPROLLER DEPARTMENT (Bugeting and Accounting)
 - 0 data not used
 - 1 read
 - 2 write
 - 3 read/write
5. Access Code (Column 5)
 - a) CCMPROLLER DEPARTMENT (Plant Account Clerk)
 - 0 not used
 - 1 read
 - 2 write
 - 3 read/write

6. Access Code (Column 6)
 - a) SUPPLY DEPARTMENT (Issue Control Division)
 - 0 data not used
 - 1 read
 - 2 write
 - 3 read/write
 - 5 read/write until Final Debit Code (FINDBT) field is filled
7. Access Code (Column 7)
 - a) SUPPLY DEPARTMENT (Purchase Branch)
 - 0 not used
 - 1 read
 - 2 write
 - 3 read/write
 - 5 read/write until Final Debit Code (FINDBT) entered in Requisition Record
8. Access code (column 8)
 - a) SUPPLY DEPARTMENT (Receiving Division)
 - 0 not used
 - 1 read
 - 3 read/write
9. Access code (column 9)
 - a) SUPPLY DEPARTMENT (Receiving Control Division)
 - 0 not used
 - 1 read
 - 3 read/write

APPENDIX P
REQUISITION FILE (DD-1155 FIELDS)

A. GENERAL

This is not a separate file but a reference which lists the fields of the Requisition File which contain DD-1155 Purchase Order Document data. A file is made up of records. A record is made up of elements. The record description presented below consists of an access code, data element and definition of that data element. Included is reference to particular forms if used. Each column of the access code represents the access that a particular user has to the indicated data element.

An ACCESS code description is presented at the end of this appendix.

B. RECORD DESCRIPTION

<u>ACCESS CODE</u>	<u>ELEMENT</u>
1. 4.4.1.1.1.3.3.1.1	SEND_TO
	Company or Supply Activity (DD-1155)
2. 4.4.0.1.1.3.3.1.1	CONORD_NO
	Contract/Purchase Order Number (DD-1155 b1 1)
3. 4.4.1.1.1.3.3.1.1	DELORD_NO
	Delivery Order Number (DD-1155 b1 2)
4. 0.0.0.0.0.0.3.1.1	DATE_OF_ORDER
	(DD-1155 b1 3)

5. 4.4.0.1.1.3.3.1.1 SERV1
Service Code Requisitioner
(DD-1155 b1 4, 1 of 4)
6. 1.4.1.1.1.3.3.1.1 REQ
Document Number Requisitioner
(DD-1155 b1 4, 2 of 4)
(DD-1155 b1 6, 2 of 2)
7. 1.4.1.1.1.1.1.1.1 DATE
Document Number Date
(DD-1155 b1 4, 3 of 4)
8. 1.4.1.1.1.1.1.1.1 SERIAL
Document Number Serial
(DD-1155 b1 4, 4 of 4)
9. 0.0.0.0.0.0.3.1.1 DO
Certified for National Defense
under DMS Regulation 1
(DD-1155 b1 5)
10. 0.0.0.0.0.0.3.1.1 ISSUED_BY
Indicates postion, address
& phone of issuer
(DD-1155 b1 6, 1 of 2)
11. 0.0.0.0.0.0.3.1.1 ADMIN_BY
Administered by
(DD-1155 b1 7, 1 of 2)
12. 0.0.0.0.0.0.3.0.0 ADMIN_BY_CODE
Unit identification code
(DD-1155 b1 7, 2 of 2)
13. 0.0.0.0.0.0.3.0.0 DELIVERY_FOB
Indicates if delivery is
"Destination" or "Other"
(DD-1155 b1 8)
14. 0.0.0.0.0.0.3.1.1 CONTRACTOR_QUOTER
Indicates name and address
(DD-1155 b1 9, 1 of 3)

15. 0.0.C.0.0.0.3.1.1 CONTRACTOR_QUOTOR_CODE
(DD-1155 b1 9, 2 of 3)
16. 0.C.0.0.0.0.3.1.1 CONTRACTOR_QUOTOR_FACILITY_CODE
(DD-1155 b1 9, 3 of 3)
17. 0.0.0.0.0.0.3.1.1 DELIVER_TO_FOB_POINT_BY
Indicates date
(DD-1155 b1 10)
18. 0.0.0.0.0.0.3.1.1 CHECK_IF
Indicates if "Small Business" or
"Minority Business"
(DD-1155 b1 11)
19. 0.0.0.0.0.0.3.0.0 DISCOUNT_TERMS
(DD-1155 b1 12)
20. 0.0.C.0.0.0.3.0.0 MAIL_INVOICES_TO
(DD-1155 b1 13)
21. 0.0.C.0.0.0.3.1.1 SHIP_TO
Indicates who and where to ship
material
(DD-1155 b1 14, 1 of 2)
22. 0.0.C.0.0.0.3.1.1 SHIP_TO_CODE
(DD-1155 b1 14, 2 of 2)
23. 0.C.C.0.0.0.3.0.0 PAYMENT_WILL_BE_MADE_BY
(DD-1155 b1 15, 1 of 2)
24. 0.0.C.0.0.0.3.0.0 PAYMENT_WILL_BE_MADE_BY_CODE
(DD-1155 b1 15, 2 of 2)
25. 0.C.C.0.0.0.3.0.0 TYPE_OF_ORDER
Indicates either "Delivery" or
"Purchase"
(DD-1155 b1 16, 1 of 6)
26. 0.C.C.0.0.0.3.0.0 REFERENCE_YOUR
(DD-1155 b1 16, 2 of 6)
27. 0.0.C.0.0.0.3.0.0 CLAUSE_NO
Indicates "Number 13" or
"Number 15"
(DD-1155 b1 16, 3 of 6)

28. 0.0.C.0.0.0.3.0.0 SPECIAL_PROVISIONS
(DD-1155 b1 16, 4 of 6)
29. 0.0.C.0.0.0.3.0.0 ADDITIONAL_GENERAL_PROVISIONS
(DD-1155 b1 16, 5 of 6)
30. 0.0.C.0.0.0.3.0.0 RETURN_COPIES
(DD-1155 b1 16, 6 of 6)
31. 0.0.C.0.0.0.3.1.1 ITEM_NO
(DD-1155 b1 17, 1 of 11)
32. 0.0.C.0.0.0.3.1.1 PROPERTY_ACCTG_ACTIVITY
Property accounting activity
(DD-1155 b1 17, 8 of 11)
33. 0.0.0.0.0.3.1.1 COUNTRY_CODE
(DD-1155 b1 17, 9 of 11)
34. 0.0.C.0.0.0.3.0.0 COST_CODE
(DD-1155 b1 17, 10 of 11)
35. 3.3.3.3.3.3.1.1 APP_SYM_SUB
Appropriation Symbol and Subhead
(DD-1155 b1 17, 2 of 11)
36. 0.0.C.0.0.0.3.0.0 OBJ_CLASS
Object class
(DD-1155 b1 17, 3 of 11)
37. 3.3.3.3.3.3.1.1 BUREAU_CONT_NO
Bureau Control Number
(DD-1155 b1 17, 4 of 11)
38. 3.3.3.3.3.3.1.1 SUB_ALLOT
Sub-Allotment
(DD-1155 b1 17, 5 of 11)
39. 3.3.3.3.3.3.1.1 AUTHN_ACCTG_ACTY
Authorization Accounting Activity
(DD-1155 b1 17, 6 of 11)
40. 0.0.0.0.0.3.0.0 TRANS_TYPE
Transaction type
(DD-1155 b1 17, 7 of 11)

41. 1.1.1.1.1.1.1.1.1.1 TOT_PR
Total Price
(DD-1155 bl 17, 11 of 11)
(DD-1155 bl 25)
42. 4.4.1.1.1.5.5.1.1 IN (1...n)
Item number
(DD-1155 bl 18) ("n" is
variable depending on
number of items per
requisition)
43. 4.4.1.1.1.5.5.1.1 SS (1...n)
Supplies/Services
(DD-1155 bl 19) ("n" is
variable depending on
number of items per
requisition)
44. 4.4.1.1.1.5.5.1.1 QTY (1...n)
Quantity of supply/service
(DD-1155 bl 20) ("n" is
variable depending on number
of items per requisition)
45. 4.4.1.1.1.5.5.1.1 UI (1...n)
Unit of issue
(DD-1155 bl 21) ("n" is
variable depending on number
of items per requisition)
46. 4.4.1.1.1.5.5.1.1 UP (1...n)
Unit Price
(DD-1155 bl 22)
("n" is variable depending
on number of items per
requisition)
47. 0.0.C.0.0.0.3.0.0 CONTRACTING/ORDERING OFFICER
(DD-1155 bl 24)

C. ACCESS CODE DESCRIPTION

1. Access Code (column 1)
 - a) User Department (Requisition Clerk)
 - 0 Data not accessed
 - 1 read
 - 2 write
 - 3 read/write
 - 4 read/write if PASS < 2
read if PASS > 1
2. Access Code (cclumn 2)
 - a) USER DEPARIMENT (Optar Custodian)
 - 0 data nct used
 - 1 Read
 - 2 Write 3 Read/Write
 - 4 Read/Write if PASS >2
Read if PASS not equal 2
3. Access code (cclumn 3)
 - a) RESEARCH ADMINISTRATION OFFICE (RAO)
 - 0 data not used
 - 1 read
 - 2 write
 - read/write
4. Access Code (Ccolumn 4)
 - a) CCMPTROLLER DEPARTMENT (Bugeting and Accounting)
 - 0 data not used
 - 1 read
 - 2 write
 - 3 read/write
5. Access Code (Ccolumn 5)
 - a) CCMPTROLLER DEPARTMENT (Plant Account Clerk)
 - 0 not used
 - 1 read
 - 2 write
 - 3 read/write

6. Access Code (Ccolumn 6)
 - a) SUPPLY DEPARTMENT (Issue Control Division)
 - 0 data not used
 - 1 read
 - 2 write
 - 3 read/write
 - 5 read/write until Final Debit Code (FINDET)
field is filled
7. Access Code (Column 7)
 - a) SUPPLY DEPARTMENT (Purchase Branch)
 - 0 not used
 - 1 read
 - 2 write
 - 3 read/write
 - 5 read/write until Final Debit Code (FINDET)
entered in Requisition Record
8. Access code (ccolumn 8)
 - a) SUPPLY DEPARTMENT (Receiving Division)
 - 0 not used
 - 1 read
 - 3 read/write
9. Access code (ccolumn 9)
 - a) SUPPLY DEPARTMENT (Receiving Control Division)
 - 0 not used
 - 1 read
 - 3 read/write

APPENDIX Q **FIGURES**

SEND TO: HEWLETT PACKARD, 3003 Scott Blvd. Santa Clara, CA 95050										REQUISITION IS FROM: 62271, NPS, MONTEREY, CA 93940 ELEX LAB., R. DONAT, SP-435									
STOCK NUMBER 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29										QUANTITY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29									
DOCUMENT NUMBER 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29										DATE 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29									
ROUTING DATA 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29										SUPPLEMENTARY DATA 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29									
ADDRESS 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29										CITY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29									
STATE 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29										ZIP 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29									
UNIT OF ISSUE 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29										QUANTITY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29									
See the attached SF 36										LT 00001									
DOCUMENT NUMBER 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29										DATE 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29									
ADDRESS 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29										CITY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29									
STATE 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29										ZIP 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29									
UNIT OF ISSUE 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29										QUANTITY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29									
177180.T 7YP										2D 310									
10246/P										00228									
22,171.05																			

Figure Q.1 DD Form 1348 (DD-1348) Item Requisition.

STANDARD FORM 36, JULY 1965 GENERAL SERVICES ADMINISTRATION PED. PROC. REQ. (41 CFR) 1-16.101		CONTINUATION SHEET		REF. NO. OF DOC. BEING CONT'D. f-SigProc/PM/Donat		PAGE 1	OF 1
NAME OF OFFEROR OR CONTRACTOR HEWLETT PACKARD, 3003 Scott Boulevard, Santa Clara, CA 95050							
ITEM NO.	SUPPLIES / SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT		
1.	MODEL 5061A CESIUM BEAM FREQUENCY STANDARD	1	EA	19,500.00	19,500.00		
	w/OPTION 003: TIME STANDARD & STANDBY POWER SUPPLY	1	EA	2,895.00	2,995.00		
					22,395.00		
	FREQUENCY STANDARD, CESIUM Bench mount Freq Output: 5MHz, 1MHz, 100kHz/1 Volt BNC Connections Accuracy: $\pm 1 \times 10^{-11}$ Clock pulse range: 1 usec to 1 sec Digital clock display 1 PPS Outputs: Front & rear BNC 20 usec/min width Power: 115/230V 60/400 Hz						

36-106-13

S/N 0106-LF-200-3370

Figure Q.2 Standard Form 36 (SF-36).

CHECKED BOX APPLIES		<input checked="" type="checkbox"/> ORDER FOR SUPPLIES OR SERVICES		REQUEST FOR QUOTATIONS NO.		PAGE 1 OF 1	
CONTRACT NUMBER (SEE INSTRUCTIONS)		DELIVERED TO ORDER NO.		DATE OF ORDER		QUANTITY ORDERED (SEE INSTRUCTIONS)	
GS-OOS-27640		N62271-77-F-0299		77 Feb 28		N62271-7041-0015	
ISSUED BY SUPPLY OFFICER, NAVAL POSTGRADUATE SCHOOL MONTEREY, CA 93940 PHONE: 646-2012		CODE N62271		ADMINISTERED BY (SEE INSTRUCTIONS)		CODE	
CONTRACTOR/MAJOR		CODE NC		FACILITY CODE		10 DELIVER TO JOB POINT BY 30 June 77	
NAME AND ADDRESS Hewlett Packard Company 3003 Scott Blvd. Santa Clara, CA 95050				12 DISCOUNT TERMS Net		11 CHECK IF <input checked="" type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> SUBSIDIARY BUSI- NESS	
14 SHIP TO RECEIVING OFFICER, BLDG 229 MF: 77-F-0299 NAVAL POSTGRADUATE SCHOOL MONTEREY, CA 93940		CODE N62271		15 PAYMENT WILL BE MADE BY NSC OAKLAND		CODE N00228	
						16 MAKE INVOICES TO ORIGINAL & 4 copies to address in block 6.	
						17 MAKE ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER	
18 DELIVERY <input checked="" type="checkbox"/> This delivery order is subject to instructions contained on this side of form only and is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. 19 PURCHASE <input type="checkbox"/> Reference your General Provisions of Purchase Order on DD Form 1155, EXCEPT CLAUSE NO. 11 APPLIES ONLY IF THIS BOX <input type="checkbox"/> IS CHECKED AND NO. 15 IF THIS BOX <input type="checkbox"/> IS CHECKED. Additional General Provisions apply. Supplier shall sign. Acceptance on DD Form 1155 and return.							
15 CHECKED: special provisions 10 USC 2304(a)(3) or as specified in the schedule if within the U.S., its possessions or Puerto Rico, if otherwise, under 2304(a)(4). If checked, Additional General Provisions apply. Supplier shall sign. Acceptance on DD Form 1155 and return.							
ACCOUNTING AND APPROPRIATION DATA - ACCOUNTING CLASSIFICATION (REV. 7-63)							
ITEM NO.	APPROPRIATION SYMBOL AND SUBNO.	OBJECT CLASS	BUREAU CONT. NO.	FUNCTIONAL ACTIVITY	ACTIVITY	FUNCTIONAL ACTIVITY	AMOUNT
AA	177180.T7YP	310	10246	0	000228	2D	010017
						COST CODE	AMOUNT
						PP7041001500	22,171.05
ITEM NO.	SCHEDULE OF SUPPLIES/SERVICES				QUANTITY ORDERED/ACCEPTED	UNIT	UNIT PRICE
0001	Model 5061A Cesium beam frequency standard				1	ea	19,500.00
0002	Option 003: Time standard and Standby power supply				1	ea	2,895.00
							- 223.95
							LESS 1% DISCOUNT
							/mg
24 UNITED STATES OF AMERICA						25 TOTAL 22,171.05	
S. STRICKLAND						26 OFFER-PRICE	
30 QUANTITY IN COLUMN 20 HAS BEEN						31 PAID BY	
<input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED AND CONFORMS TO THE CONTRACT (EXCEPT AS NOTED)						32 AMOUNT VERIFIED CORRECT FOR	
37 RECEIVED AT						38 RECEIVED BY	
39 DATE RECEIVED						40 TOTAL CONTAINERS	
41 1/8 ACCOUNT NUMBER						42 1/8 VOUCHER NO.	

DD FORM 1155

PREVIOUS EDITION IS OBSOLETE.

5 NOV 77, 14 OCT 1957

2

Figure Q.3 DD Form 1155 Purchase Order (DD-1155).

DOD PROPERTY RECORD		1. <input checked="" type="checkbox"/> ACTIVE <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> IDLE <input type="checkbox"/> CHANGE		2. JULIAN DATE 7234	3. I.D./GOVERNMENT TAG NO. 62271 017219	Form Approved Budget Bureau No. 22 82206	
SECTION I - INVENTORY RECORD							
4. COMMODITY CODE 6625-7720-3880	5. ETOCR NUMBER 6625	6. ACQUISITION COST 22171	7. TYPE CODE 1	8. YR OF MFG 76	9. POWER CODE 11	10. STATUS CODE 1	11. SVC CODE 1
12. NAME OF MANUFACTURER HEWLETT PACKARD CO		13. MFR'S CODE 28480		14. MANUFACTURER'S MODEL NO. MOD 5061A		15. CONTRACT NUMBER 1640A01348	
16. LENGTH 19 IN	17. WIDTH 17 IN	18. HEIGHT 9 IN	19. WEIGHT 74	20. CERTIFICATE OF NON- AVAILABILITY NUMBER N62271-7041-0021		21. ASOB NO. PO N62271-77-F-0299	
22. DESCRIPTION AND CAPACITY FREQUENCY STANDARD, CESIUM, BENCH MOUNT 5 MHZ FREQ OUTPT, +1 X 10 ⁻¹¹ ACCY, 1 V OUTPT. BNC CONNECTION. EQUIPPED W/OPTION 3 TIME STANDARD & STANDBY POWER SUPPLY. 1 PPS OUTPT. 20 USEC WIDTH, 6 DIGIT DIG CLOCK DISPLAY. 1 USEC TO 1 SEC PULSE ADJ RG. 30 MIN STANDBY POWER. 6625-AE							
CONTINUED ON REVERSE SIDE <input type="checkbox"/> YES <input type="checkbox"/> NO							
SECTION II - ELECTRICAL CHARACTERISTICS							
QUANTITY	HORSEPOWER	VOLTS	PHASE	CYCLE	AC	DC	SPEED
23. PRESENT LOCATION NAVAL POSTGRADUATE SCHOOL, MONTEREY, CALIF 409 232						24. DIPEC CONTROL NO. 62271(7685435)	
SECTION III - INSPECTION RECORD							
				YES	NO		
25. CAN ITEM BE STORED AND MAINTAINED ON SITE FOR AT LEAST 12 MONTHS?						26. MUST ITEM BE REPAIRED/REBUILT/OVERHAULED TO PERFORM ALL FUNCTIONS?	
27. HAS ITEM BEEN REBUILT/OVERHAULED? DATE IF SO, WHEN?						28. DO GC RECORDS INDICATE SATISFACTORY PERFORMANCE?	
29. HAS ITEM BEEN MODIFIED FROM ORIGINAL CONFIGURATION? IF SO, EXPLAIN UNDER REMARKS BELOW.						30. ARE MANUALLY OPERATED MECHANISMS IN WORKING ORDER? IF NO, DESCRIBE UNDER REMARKS BELOW.	
31. HAS ITEM INSPECTED UNDER POWER? IF NOT EXPLAIN UNDER REMARKS BELOW.						32. ARE SCALES, DIALS, AND GAUGES WORKING AND READABLE? IF NO, DESCRIBE UNDER REMARKS BELOW.	
33. ARE MAINTENANCE COSTS NORMAL? IF NOT, EXPLAIN UNDER REMARKS BELOW.						34. ARE HYDRAULIC PUMPS, VALVES, AND FITTINGS OPERATING PROPERLY? IF NO, DESCRIBE UNDER REMARKS BELOW.	
35. ARE SAFETY DEVICES ADEQUATE AND SATISFACTORY? IF NOT, EXPLAIN UNDER REMARKS BELOW.						36. ARE ELECTRONIC SYSTEMS AND CONTROLS OPERATING PROPERLY? IF NO, DESCRIBE UNDER REMARKS BELOW.	
37. ARE INSTALLATION INSTRUCTIONS AVAILABLE FOR TRANSPORT?						38. HOW MANY HOURS WAS ITEM USED BY CURRENT POSSESSOR?	
39. ARE OPERATING INSTRUCTIONS AVAILABLE FOR TRANSPORT?						39. CAPTION UNDER REMARKS LAST USE OF EQUIPMENT DESCRIBED IN ITEM 28 ABOVE.	
40. WAS ITEM LAST USED ON A FINISHING OPERATION?						41. ESTIMATED COST FOR PACKING, CRATING, HANDLING.	
42. WILL ADJUSTMENTS OR CALIBRATION CORRECT DEFICIENCIES?						43. INDICATE DATE ITEM WILL BE AVAILABLE FOR REDISTRIBUTION.	
44. IS ITEM REVERSIBLE WITHOUT DAMAGE TO COMPONENTS? IF NOT, GIVE THEIR REPLACEMENT COST.						45. CONDITION CODE.	
46. IS ITEM IN OPERABLE CONDITION?						47. OPERATING TEST CODE.	
SECTION IIII - REMARKS							
48. REMARKS STUB 7041-0015 REC: 6/3/77 CONS: HEWLETT PACKARD, SANTA CLARA, CALIF							
REMARKS CONTINUED ON REVERSE SIDE <input type="checkbox"/> YES <input type="checkbox"/> NO							
SECTION IV - DISPOSITION RECORD							
49. CONSIGNEE NAME AND ADDRESS, INCLUDING ZIP CODE				50. TYPE OF DISPOSITION <input type="checkbox"/> DONATION <input type="checkbox"/> OBSTRUCTION <input type="checkbox"/> SALE <input type="checkbox"/> ABANDONMENT		51. DATE OF DISPOSITION AND PROCEEDS IF SOLD	
SECTION V - VALIDATION RECORD							
52. VALIDATION (TYPE NAME(S) AND SIGNATURE(S)) D. CRAIN, PLANT ACCT CLERK							

DD FORM 1 FEB 66 1342

PREVIOUS EDITIONS OF DD FORM 1342 ARE OBSOLETE. REPLACES DD FORMS 1342M, 1342S, AND 1342SM WHICH ARE OBSOLETE.

G/N-8108-01S-8001

Figure Q.4 DD-1342 - Property Record Card (PRC).

Date 2 Feb 81

From: Chairman/Department Head Electrical Engineering Dept
To: Supply Officer (Code 42)

Subj: Excess property available for screening, redistribution or disposal

1. The following is excess to this department and available for redistribution.
Material may be screened and inspected at location indicated:

- a. Noun nomenclature Cesium Beam Frequency Standard
- b. NSN (National Stock Number) NA
- c. Plant Account Number (if applicable) 62271 017218
- d. Location Bldg 232 Room 409
- e. Indicate Class III (XX) or DIPEC Class IV ()
- f. Detailed item nomenclature with related characteristics, capabilities, and special instructions Freq Standard; Bench mount; 5MHz output; 1 PPS o/p; 1 V output; BNC connections, 1 usec to 1 sec pulse adj range; 6 digit digital clock display; includes time std and stdby power supply
- g. Manufacturer, model and serial number HEWLETT PACKARD/5061A/1640A01348
- h. Quantity One
- i. Original or acquisition cost per item/unit \$ \$22,171.05
- j. Current condition code (refer to Chapter 6 of Desk Guide) B
- k. Security Classification Unclassified
- l. Contact (name and telephone no.) Bob Donat, X2345

Chairman/Department Head

Copy to:

Code 00224 (Plant Property Items Only)

Figure Q.5 NPS Excess Property Transfer Memorandum.

50109-24
S 40102 LF 013 1000

PORTION OF 1 JAN OR MAY BE USED
UNITS EXHAUSTED

• DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

153

GPLD (GOVERNMENT PROPERTY LOST OR DAMAGED) SURVEY CERTIFICATE					
1. TO (Name and Address of Reviewing Authority): DEAN, SCIENCE & ENGINEERING NAVAL POSTGRADUATE SCHOOL MONTEREY, CA 93940		2. FROM (Name and address of Activity assigned responsibility for GPLD): CHAIRMAN, DEPARTMENT OF PHYSICS & CHEMISTRY NAVAL POSTGRADUATE SCHOOL MONTEREY, CA 93940		3. NAME AND GRADE OF PERSON SIGNING OR DIRECTING RESEARCH: RONALD L. MACDONALD	
4. VOUCHER NUMBER N 62271-1266-0935					
5. I certify that the <input type="checkbox"/> lost <input checked="" type="checkbox"/> damaged items described below was not caused by simple <input type="checkbox"/> gross negligence, willful misconduct or deliberate unauthorized use. I further certify that the loss of or damage to the items occurred under the circumstances described herein.					
6. NATIONAL STOCK NO. OR MANUFACTURERS PART NO.	7. NOMENCLATURE	8. QUANTITY	9. UNIT OF ISSUE	10. UNIT COST	11. EXTENDED COST
NON-STANDARD	DIGITAL MULTIMETER, FLUKE MODEL 8024A, S/N 2337636	00001	EA	250.00	250.00
12. TOTAL COST OF LISTED ITEMS				\$250.00	
13. CIRCUMSTANCES OF LOSS OR DAMAGE ON FRIDAY, SEPTEMBER 18, 1981, THE METER WAS ACCIDENTLY KNOCKED OFF THE EDGE OF A WORKBENCH DURING THE COURSE OF SETTING UP A LAB EXPERIMENT. THE METER IS BEYOND ECONOMICAL REPAIR.					
14. TYPED NAME & GRADE OF ACCOUNTABLE/RESPONSIBLE OFFICER KENNETH C. JONES		14a. SIGNATURE <i>Kenneth C. Jones</i>		14b. DATE 23 SEP 81	
THIS PORTION TO BE COMPLETED BY REVIEWING AUTHORITY AND RETURNED TO ACTIVITY INDICATED IN ITEM NO. 2					
15. I have reviewed the evidence pertaining to the loss or damage and <input checked="" type="checkbox"/> agree <input type="checkbox"/> do not agree that the loss or damage to the property was not due to <input type="checkbox"/> simple <input checked="" type="checkbox"/> gross negligence, willful misconduct, or deliberate unauthorized use. The following action is authorized: <input checked="" type="checkbox"/> a. An inventory adjustment for the property which was not lost through <input type="checkbox"/> simple <input checked="" type="checkbox"/> gross negligence, willful misconduct, or deliberate unauthorized use. <input type="checkbox"/> b. Repair the damaged property and charge to O&M/stock fund as fair wear and tear as damage was not caused by gross negligence, willful misconduct, or deliberate unauthorized use. <input type="checkbox"/> c. The circumstances surrounding the loss or damage warrant the processing of a report of survey, DD Form 200, to be initiated immediately. <input type="checkbox"/> d. Other action (Specify): _____					
16. TYPED NAME & GRADE OF REVIEWING OFFICER JAMES W. WADE		16a. SIGNATURE <i>James W. Wade</i>		16b. DATE 30 SEP 81	

DD FORM 1 SEP 77 2090 S/N 0102-LF-002-0900 GPLD (Government Property Lost or Damaged Survey Cert.)

Figure Q.7 Survey Form 2090.

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FPO San Francisco, California 96683
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Detachment, Bangor
Bremerton, Washington 98315

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